

## DIRECTIONS FOR COMPLETING BUILDING PERMIT

The completion of a building permit application is required for any and all alterations or additions to a permanent or accessory structure, any new construction, concrete work, storage buildings, decks, and fences. Demolition projects require an application and have an associated cost for disposal in the city landfill. All work must be completed within **ONE** year of the approval date and **no work may start until the application has been approved by the City Council**. Application must be submitted **at least one week prior** to the City Council meeting to be placed on the agenda for approval.

The current process for obtaining a building permit is as follows:

1. Applicant completes required form and pays permit and bond fees. Bond fee will be returned upon completion of project unless provisions of permit are violated.
2. Applicant should have the project area marked for pre-construction inspection. For new construction projects the City recommends you have your property surveyed to determine property lines as City employees are not trained surveyors.
3. Applicant to provide a drawing showing all property lines, existing and proposed structures, and the distance structures are from property lines.
4. If a fence is being constructed, include the 'Agreement and Grant of Cross Easement' signed by all parties.
5. Public Works Department will be contacted to review the application.
6. City Council reviews application and project based on City Zoning Ordinances.
7. Letter/Notice will be sent, or applicant contacted by phone to proceed as stated in application and listing any comments or conditions by City Council OR a notice to halt any planned action due to concerns.
8. Permit may be presented to applicant.
9. Applicant is required to obtain the curb box, corporation cock, curb valve and water meter from the City. Any substitutions need City approval. The City will tap the water and sewer main.
10. Applicant or contractor is responsible for all repairs related to plumbing and sewer work, all excavations in the public streets or alleys, the cutting and replacing of pavement, laying of water and sewer connections and all construction of private sanitary drains within the corporate city limits.
11. Such repairs to be executed only by a North Dakota licensed master plumber or other persons as have obtained a North Dakota general contractors license for such work.
12. Jobs shall be completed under the direction of City employees and costs will be borne by the property owner.
13. The minimum front yard, measured from the front lot line, shall not be less than twenty (20) feet. The minimum rear yard, measured from the rear lot line, shall not be less than twenty (20) feet. The minimum side yard, measured from the side lot line, shall not be less than eight (8) feet on each side.
14. Accessory buildings may be built in a required rear yard but shall not occupy more than thirty percent (30%) of a required rear yard and shall not be nearer than five (5) feet to any side lot line or rear lot line, except that when a garage is entered from an alley at right angle, it shall not be located closer than ten (10) feet to the alley line. If a garage is located closer than ten (10) feet to the main building the garage shall be regarded as part of the main building for the purposes of determining side yards and rear yards

**Demolition:** For demolition of a building, the foundation must be removed at least 1 foot below grade and filled to include 6 inches of black dirt on top. Capping of water and sewer lines is required. Asbestos inspection is required for all commercial property disposed of in the City Landfill.

**Penalties:** Any person who violates any provision Zoning Ordinance 2002-2 or fails to comply with any of its requirements including the conditions for modification of use, building or structure shall upon conviction thereof forfeit not more than \$500.00 and in addition pay all cost and expenses involved in the case. Each day such violation continues shall constitute a separate offense.

Refer to Cooperstown Zoning Ordinance for any other guidelines.



# BUILDING PERMIT APPLICATION

City of Cooperstown, ND  
PO Box 712, Cooperstown, ND 58425  
Phone: 701-797-3613 Email: cooperch@cooperstownnd.com

## For City Use Only:

Building Permit #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Fee Paid: \_\_\_\_\_

**Printed Name of Applicant:** \_\_\_\_\_

### Physical Description of Job Site Property:

Lot # \_\_\_\_\_  
Block # \_\_\_\_\_ Addition \_\_\_\_\_ Parcel # \_\_\_\_\_

### Description of Proposed Work:

\_\_\_\_\_

**Project Start Date:** \_\_\_\_\_ **Project Completion Date:** \_\_\_\_\_

### Use of Structure:

Refer to Zoning Ordinance 2002-2 for all Building Permit Applications.

#### New – Residential

- House or House Addition
- Remodel
- Attached Garage
- Detached Garage/Shed
- Modular/Manufactured Home
- Deck/Porch

#### Commercial

- Architect - Required
- Non-Architect

#### Demolition (Asbestos inspection report required if disposing at city landfill)

- Residential
- Commercial

**Fence:**  Wood  Chain  Vinyl  Other: \_\_\_\_\_

### Please print:

**Job Site Address:** \_\_\_\_\_  
**Owner's Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Owner's Address:** \_\_\_\_\_  
**Contractor:** \_\_\_\_\_ **License #** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Electrician:** \_\_\_\_\_ **License #** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**Plumber:** \_\_\_\_\_ **License #** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
**HVAC:** \_\_\_\_\_ **License #** \_\_\_\_\_ **Phone #** \_\_\_\_\_

I hereby certify that the facts as set forth and attached in this permit application are true and correct. If a Building permit is issued, all work to be done in, around, and upon said property or any part thereof, shall conform in all respects to Ordinances of the City of Cooperstown regarding the construction, alterations, erection, repairing, or demolition of said buildings in the City Limits and that this permit if granted, may be revoked at any time upon violation of any provisions of said Ordinances. This permit is valid for a period of one (1) year from the date of issuance.

This permit creates no warranties with regard to construction or code compliance. Any inspections under this permit are for the benefit of the public and not the permit recipient, and any inspections do not create a duty to the permit recipient, the owner, or to a subsequent purchaser with regard to quality of construction or code compliance.

**Signature of Applicant:** \_\_\_\_\_  
**\*Signature of Owner:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

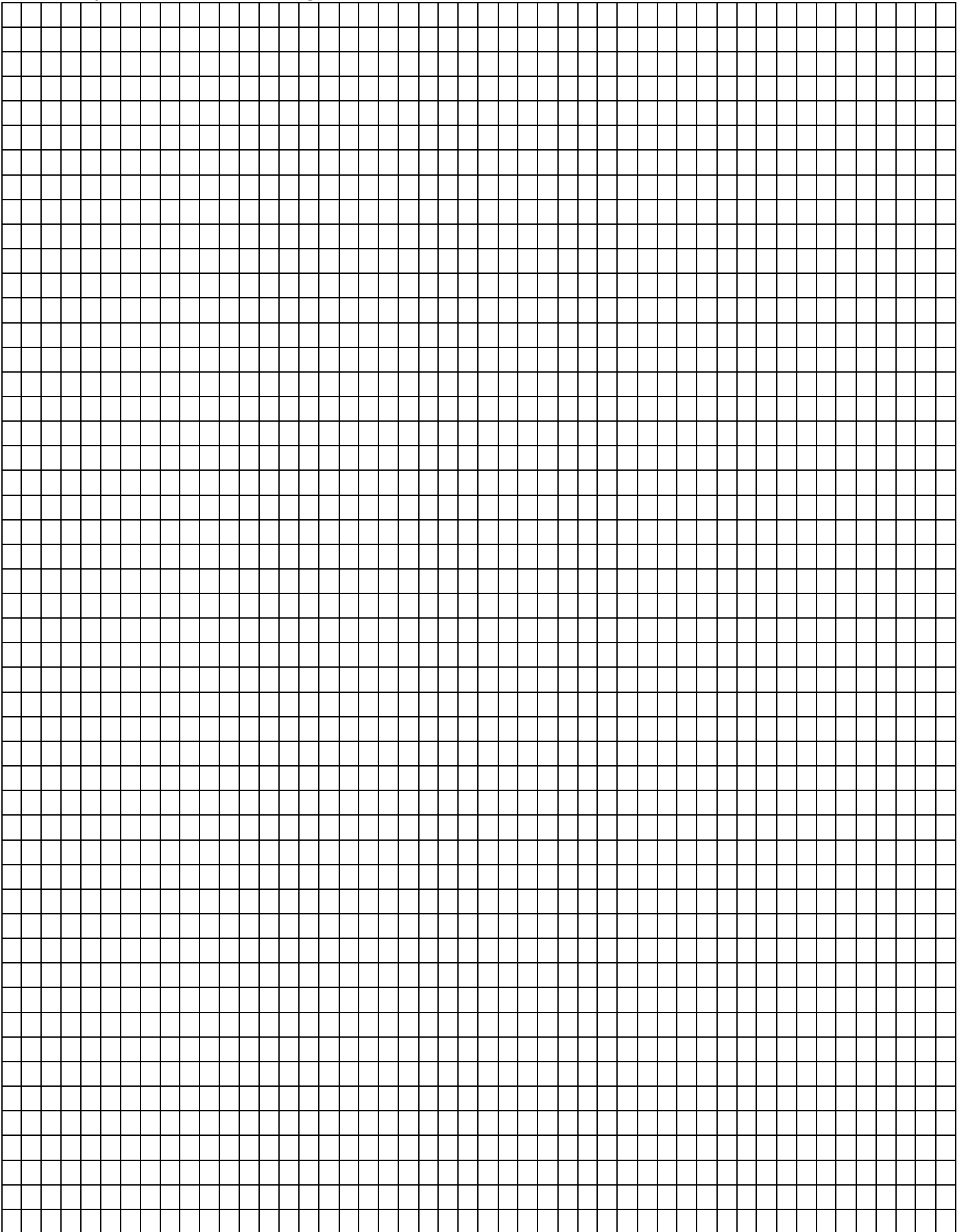
**New construction/additions must submit a set of building plans with building permit application.**

\*Required if different than applicant



Appendix A

Please Complete Detailed Site Drawing:



## FENCE LINE AGREEMENT

*(Complete if putting up a fence)*

*Property pins shall be located by a licensed surveyor or the neighboring property owner(s) shall sign a Fence Line Agreement.*

### Owner Information:

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Property Description (Refer to Property Records):

Street address: \_\_\_\_\_

Parcel number: \_\_\_\_\_

Block #: \_\_\_\_\_ Lot #'s: \_\_\_\_\_

Zoned: \_\_\_\_\_

### Neighboring Property Owner:

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Neighboring Property Description (Refer to Property Records):

Street address: \_\_\_\_\_

Parcel number: \_\_\_\_\_

Block #: \_\_\_\_\_ Lot #'s: \_\_\_\_\_

Zoned: \_\_\_\_\_

By signing below, I understand the property pins were not located to prove where the property line is located. I am in agreement with the placement of the proposed fence. Should a property dispute arise in the future over the placement of the fence, the City of Cooperstown cannot be held responsible in any way. I agree to remove or relocate the fence should a future survey prove the fence is not located on my property.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I understand the property pins were not located to prove where the property line is located. I am in agreement with the placement of the proposed fence. Should a property dispute arise in the future over the placement of the fence, the City of Cooperstown cannot be held responsible in any way.

Neighboring Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_