



A Proud Past – A Promising Future
McLean County
STATE OF NORTH DAKOTA

712 5th Avenue
Washburn, ND 58577
701.462.8541
www.mcleancountynd.gov

Building Permit Applicant,

When submitting your building permit application, please note the following is **required for submission**:

- completed Building Permit Application;
- site plan;
- floor plans;
- if applicable, copy of sewage/ septic permit issued by First District Health Unit; and
- Building Permit Fee as calculated below:
 - The permit fee is **1/10th of 1%** of the cost of construction, with a **minimum** fee of **\$90.00** and a **maximum** fee of **\$500.00** for residential property and **\$1,000.00** for commercial property.

If variance approval is needed, it needs to be obtained prior to submitting the *Building Permit Application* (Refer to the *McLean County Variance Application* on the county website.)

If you have any questions, please do not hesitate to contact the Tax Equalization/ Land Use Administration Office located at the McLean County Courthouse.

Todd Schreiner
Land Use Administrator
(701) 462-8541 Ext. 804
tschreiner@nd.gov

Ryan Oberg
Property Appraiser
(701) 462-8541 Ext. 820
rsoberg@nd.gov

Elizabeth Patterson
Property Appraiser
(701) 462-8541 Ext. 806
patterson@nd.gov

McLEAN COUNTY BUILDING PERMIT APPLICATION

NOTE: COPY OF FLOOR PLANS ARE REQUIRED TO BE SUBMITTED FOR A BUILDING APPLICATION TO BE APPROVED

Name of Applicant _____

Name of Owner (if different) _____

Mailing Address: _____

Daytime phone number: (_____) _____

Location of property:

Lot(s) _____ Block _____ Subdivision _____

OR _____ in _____ (Quarter)

Section _____ Township _____ Range _____

Describe proposed construction of buildings either constructed on site or moved on site .

Main building (residence): size _____ X _____ Full basement Part Bsmt Crawl sp

Addition to main building: size _____ X _____ Full basement Part Bsmt Crawl sp

If Manufactured Home: Year model _____ Make _____ Serial # _____

Garage size _____ X _____ Attached Detached Floor: Concrete Gravel

Deck size _____ X _____ _____ X _____ _____ X _____

Storage building size _____ X _____ Wood Frame Pole Frame Steel Frame

Sidewall Height _____ Floor - Concrete Gravel

Other _____

Do you plan to install a sewage system or holding tank? Yes No

If you plan to install a sewage system or holding tank, your plan must be submitted to the First District Health Unit in Minot ND for their approval. Contact the Environmental Health Division of First District Health at (701) 852-1376.

Estimated cost of construction: _____

The permit fee is 1/10th of 1% of the cost of construction, with a minimum fee of \$90.00 and a maximum fee of \$500.00 for residential property; \$1,000.00 for commercial property.

MAKE CHECKS PAYABLE TO THE McLEAN COUNTY TREASURER.

Return this application and payment to:

Land Use Administrator, McLean County, PO Box 1108, Washburn ND 58577-1108