

# **City of Kindred**

## **GENERAL BUILDING PERMIT INFORMATION**

### **The Building Inspection Division**

The City of Kindred helps ensure construction of safe buildings and protects community character through building code regulations and zoning laws. The Building Inspection Division administers these laws through permits and inspections. When you as a homeowner build something in Kindred or change the way you use the home or property, you may need to obtain a permit.

### **When Do I Need a Permit?**

Building Permits are required for room additions, decks, porches, finished basements, masonry fireplaces, interior modifications, window replacement of different size, structural renovations or repair, demolition work, accessory structures, and re-siding. Separate plumbing and electrical permits may be required for the installation, alteration, repair, relocation, replacement and or addition to any electrical or plumbing systems.

Electrical permits and inspections are issued & performed by the North Dakota State Electrical Board (701) 400-1549 Josh Wilson.

Plumbing permits and inspections are performed & issued by the North Dakota State Plumbing Board (701) 799-1555 Dean Staska

### **A Permit is not needed to:**

Paint a house (interior or exterior), re-shingle, hang wallpaper, replace cabinets and do similar finish work, install concrete sidewalks and patios entirely on your property or insulate an existing building where no structural changes are made. Even though a building permit may not be required there may be zoning requirements that may apply to your project.

If you have questions about whether you need a permit for the project you have in mind or to see if it meets zoning requirements, contact us at (701) 532-1078, 8 a.m. to 4 p.m., Monday - Friday.

### **Why Do I Need Permits?**

The City of Kindred building code requires you to obtain a permit before doing certain types of construction both new and/or remodeling. Permits allow the city to know when you are working on a construction project and that our inspectors know which jobs need to be inspected. A permit also establishes a record of the construction and remodeling history of your property and that the construction was built to current building code requirements.

Review of permit applications ensures that your home meets the zoning requirements such as yard coverage, setbacks and building height.

### **Where Do I Obtain My Permits?**

To apply for and to obtain a permit, you will need to visit the Building Inspection Division located at 16553 37<sup>th</sup> ST SE Suite 5, Mapleton, ND 58059.

### **What Information Should I Provide When Applying for a Permit?**

Information requirements can vary depending upon your specific project. Handouts and checklists are available which describe the information required to submit an application. For building permits for new construction and additions, you will need to provide a plot plan, together with detailed construction plans, drawn to scale, showing your proposed project. (see attached form)

Homeowners may prepare their own plans; however, the Building Inspection Division may require that an architect or engineer prepare plans if necessary, to ensure accuracy and legibility. Allow adequate time for you or your representative to prepare the plans.

### **How Long Does It Take to Get a Permit?**

Most permit applications that are complete and accurate, may take up to a week to process, however it may take longer depending on the complexity of the project. Building permit applications should be submitted well in advance of your scheduled starting date so that our staff can help you through the process and issue your permit before you are ready to start work. This is especially true during the summer construction season.

### **Is There a Charge for a Permit?**

There is a charge for permits. Building permit charges are based upon the value of the project. (see attached form)

### **Who Inspects the Work?**

With your permit, we will provide information about when and who to call for inspection(s). Our inspectors will inspect your work several times during the course of construction for such things as footings, framing, insulation, rough-in and mechanical work and building final inspection. You will need to contact our office to schedule an inspection, no work shall proceed or be covered until the requested inspection has been signed off.

Call (701) 532-1078, 8 a.m. to 4 p.m. to arrange for inspections.

An inspection card may be attached to your permits. Your or your contractor should post the card on the site until completion of the final inspection. This card contains important information about the job and is used to record inspections performed.

### **Where can I stage construction material?**

Construction material staging and storage is limited to the lot associated with the permit. Storage or staging of construction material / equipment on adjacent lots, is prohibited. All unused material shall be removed from the site at the completion of the project.

### **Where can I dispose of excess concrete?**

Excess concrete and washout material shall be limited to the lot associated with the permit. Dumping of excess concrete on adjacent lots or restricted areas is prohibited and subject to a fine. **Excess concrete material shall not be used as backfill material.**

### **Who do I call for information about setting final grade on my lot?**

Final grade of the boulevard at the property line, including driveways, is 12" above the flow line of the gutter. This measurement is critical to properly match into existing city utilities, such as curb stops and manhole castings. This grade is also critical for future sidewalk installation. Prior to commencing rough grading work, please contact the City of Kindred at 701-428-3115 to review the grading plan and determine if any underground utilities or other city features will be impacted by your project.

### **How Can I Get More Information?**

The Building Inspection Division is located at 16553 37<sup>th</sup> ST SE Suite 5, Mapleton, ND 58059.

Our office hours are 8 a.m. and 4 p.m. Monday through Friday or you may call 701-532-1078 during the same hours.