

**Eddy County Planning and Zoning**

**Tax Equalization**

524 Central Ave  
New Rockford ND 58356  
(701) 947-2434 Ext 2015  
[koconnor@nd.gov](mailto:koconnor@nd.gov)

**APPLICATION FOR  
NEW RURAL RESIDENTIAL  
STRUCTURE**

Permit #: \_\_\_\_\_

**APPLICANT INFORMATION\*:** Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

\*If applicant is not the owner of record, enclose a letter from the owner stating concurrence of this action for the proposed use of the property.

**ESTIMATED VALUE OF CONSTRUCTION:** \$ \_\_\_\_\_

**LEGAL DESCRIPTION OF NEW RESIDENTIAL STRUCTURE:**

Qtr: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

**PARCEL NUMBER:** \_\_\_\_\_

**CONSTRUCTION WILL BEGIN BY:** \_\_\_\_\_ **AND BE FINISHED NO LATER THAN:** \_\_\_\_\_

**DESCRIPTION OF LOT:**

Acreage: \_\_\_\_\_ Acres

**CURRENT ZONING:**

Residential  Agricultural  Recreational

Commercial  Industrial  Vacant

**PRESENT STRUCTURES, CHECK THAT APPLY: SIZE: TOTAL NUMBER OF STRUCTURES:**

Residence/Commercial \_\_\_\_\_

Garage \_\_\_\_\_

Shop \_\_\_\_\_

Storage Shed \_\_\_\_\_

Other \_\_\_\_\_

**SEWAGE DISPOSAL:\***

No Plumbing

Septic Tank with Drain Field\*

Holding Tank

\* Septic and Holding Tanks require a permit from the Ramsey County District Health Unit, please attach a copy of approval.

Address: 524 4<sup>th</sup> Ave NE, Unit 9  
Devils Lake, ND 58301  
Phone: (701) 662-7035

**WATER:\***

- No Plumbing  Rural Water  Drilling New Well  
 City Water  Existing Well

\*Attach a copy of approval from Ramsey County District Health Unit, Greater Ramsey Water District or Wells County Water Resource District.

**PROPOSED ACTION:**

- New Construction  Move-In Structure

**PROPOSED USE: PLEASE CHECK ALL THAT APPLY**

- Residential  Commercial  Storage  Recreational  
 Garage  Mobile Home Park  Agricultural  Industrial  
 RV Park

**PROPOSED INTENDED ACTION WILL BE USED BY:**

- Owner  Immediate Family Member of Owner  
 Hired Hand  Leased or Rented by the owner to: \_\_\_\_\_  
 Other, please explain: \_\_\_\_\_

**STYLE OF HOME:**

- Single Story  1-1/2 Story  2 Story

**SQ. FOOTAGE (APPROX):** \_\_\_\_\_

**ARCHITECTURAL STYLE:**

- A-Frame  Ranch  Victorian  Log Cabin  Modular  Other: \_\_\_\_\_

**CONSTRUCTION TYPE: APPLICANT COMMENTS OR FURTHER INFORMATION:**

- Wood Frame  Wood Pole Frame  Steel Frame  Masonry or Concrete

**FOUNDATION:**

- Poured  Block  Wood  Brick  Slab

**ROOF:**

- Asphalt  Shingle or Roll  Metal

**EXTERIOR WALLS:**

- Wood  Vinyl  Brick  Aluminum  Other: \_\_\_\_\_

**INTERIOR WALLS:**

- Drywall  Paneled  Knotty Pine  Plaster  Other: \_\_\_\_\_

**ATTIC STYLE:**

Floor & Stairs Only – Unfinished, Full,  $\frac{3}{4}$ ,  $\frac{1}{2}$ ,  $\frac{1}{4}$ : \_\_\_\_\_ **FINISHED AREA (APPROX):** \_\_\_\_\_

**LOFT:**

$\frac{3}{4}$ ,  $\frac{1}{2}$ ,  $\frac{1}{4}$ : \_\_\_\_\_ **FINISHED AREA (APPROX):** \_\_\_\_\_

**BASEMENT:**

Full, 3/4, 1/2, 1/4, Crawl Space: \_\_\_\_\_ **FINISHED AREA OF BASEMENT (APPROX):** \_\_\_\_\_

**HEATING TYPE USED:**

- Forced Hot Air: Gas or Electric: \_\_\_\_\_
- Hot Water: Baseboard or Radiant: \_\_\_\_\_
- Electric: Baseboard or Radiant: \_\_\_\_\_
- Other: \_\_\_\_\_

**AIR CONDITIONING:** Yes No

**ROOM COUNT:** Total \_\_\_\_\_

Upper: \_\_\_\_\_ Bedroom: \_\_\_\_\_

Lower: \_\_\_\_\_ Bedroom: \_\_\_\_\_

**BATHROOMS:**

Full: \_\_\_\_\_ 3/4: \_\_\_\_\_ 1/2: \_\_\_\_\_ No Bathrooms: \_\_\_\_\_

**FLOORING TYPES:**

- Linoleum
- Carpet
- Hardwood
- Laminate
- Tile
- Other: \_\_\_\_\_

**SECURITY SYSTEMS:** Yes No

**FIREPLACES:** Yes No **TYPE:** \_\_\_\_\_

**PORCHES:** Yes No **ENCLOSED OR OPEN:** \_\_\_\_\_

**DECK:** Yes No **TYPE (Concrete, Wood, Brick, Composite):** \_\_\_\_\_

**ADDITIONS:** Yes No **APPROX. SQ FOOTAGE:** \_\_\_\_\_

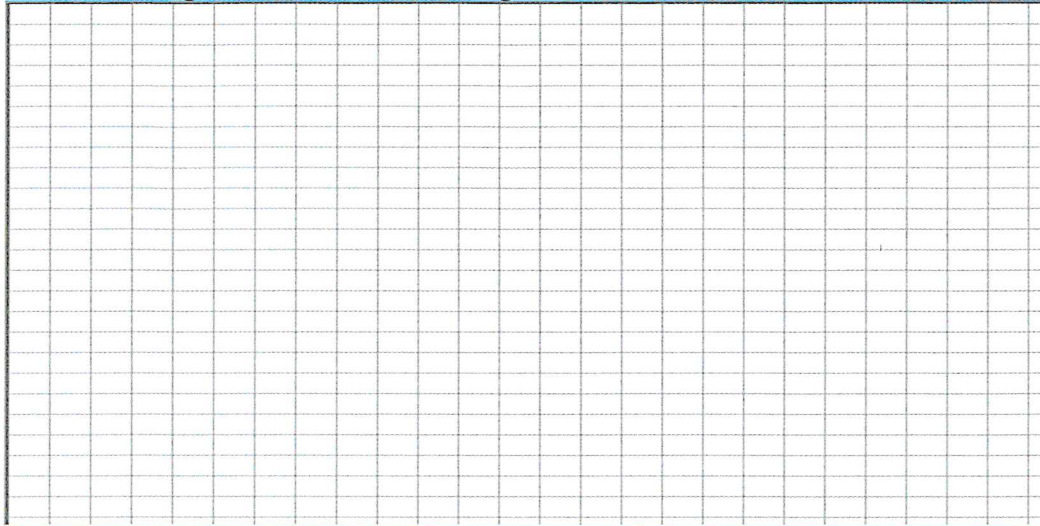
**GARAGES:** Yes No **DETACHED (Approx. Sq Footage):** \_\_\_\_\_

**ATTACHED (Approx. Sq Footage):** \_\_\_\_\_

**LIVING QUARTERS ABOVE GARAGE:** Yes No **ROOM #:** \_\_\_\_\_

**APPROX. SQ FOOTAGE:** \_\_\_\_\_

**A Scale Drawing must be submitted showing the dimensions of all structures on lot with the application.**



**Note:** If the intended use of this property changes, you are required to notify the Tax Director and may need to rezone to comply with the change.

**APPLICANT COMMENTS/FURTHER INFORMATION: (ATTACH SHEET IF NEEDED)**

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I the undersigned applicant for a permit do hereby attest that the information contained in this application is truthful and correct to the best of my ability. I further agree to comply with all building codes and standards as regulated by the State of North Dakota, and the requirements and conditions of this permit, and the zoning ordinance of Eddy County.

I understand that any inappropriate use of this permit may cause me to be required to pay a penalty.

I certify that I am the  Property Owner  Construction Contractor hired by the owner.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

**Fee: \$ 10.00** paid on \_\_\_/\_\_\_/\_\_\_ - receipt number \_\_\_\_\_

Approved/Tax Director:

YES NO  
(Circle one):

Date: \_\_\_/\_\_\_/\_\_\_

Signature of Tax Director: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Reason for Denial (if necessary):

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### 3 ARTICLE 3 GENERAL PROVISIONS

#### 3.1 Compliance

Applications for a building permit shall be made to the County Tax Director, who may issue said “permitted use” permits. Permits other than “permitted use” shall be brought to the Zoning Commission for action. No building permit shall be issued if the actions described in the application would constitute a violation of this ordinance. Building permits shall be deemed necessary for “new” rural residential buildings or structures added to *taxable* property only as listed in the Permit Fee Schedule.

If, for any reason, a “permitted use” building permit is initially denied by the County Tax Director, the applicant shall be informed within seven days of the date of application. The applicant may then request a hearing before the Zoning Commission to appeal for a reversal of such denial or may reapply after making all changes in the application deemed necessary by the County Tax Director. If, for any reason, a building permit is initially denied by the Zoning Commission, the applicant shall be informed within seven days of the date of application. The applicant may then reapply after making whatever changes in the application deemed necessary by the Zoning Commission or appeal to a court of law. Fees for building permits are listed under the Permit Fee Schedule.

- 3.1.1 No building shall exceed the height or occupy a larger part of a lot area, and no lot shall be created smaller than the requirements of these regulations.
- 3.1.2 All existing lots at the date of adoption of these regulations shall be deemed buildable unless for the reasons of land suitability, flooding and other physical limitations contrary to the purpose of these regulations.

### 7 ARTICLE 7 ADMINISTRATION AND ENFORCEMENT

#### 7.1 Organization

To administer this code, Eddy County is hereby invested in two offices, that being the County Tax Director and the Zoning Commission.

#### 7.2 County Tax Director

The County Tax Director is a duly appointed county official authorized by the County Commission and is responsible to administer this code and to assist the Zoning Commission and the County Commission on any matter related to Zoning for and development of the County pursuant to NDCC 11-33-16.

##### 7.2.1 Duties and responsibilities

- 7.2.1.1 Issue all “permit uses” permits and maintain records thereof.
- 7.2.1.2 Issue all “new” residential building and moving permits.
- 7.2.1.3 Maintain zoning related records and zoning district map including records of all amendments, conditional uses and variances.
- 7.2.1.4 Receive, file and forward to the Zoning Commission all applications for zoning amendments and conditional uses.
- 7.2.1.5 County Auditor to serve as secretary for the Zoning Commission.

##### 7.2.2 Interpretation of Regulations

All questions of interpretation of this code shall be presented to the Tax Director.

##### 7.2.3 Building Permit Applications Done by Tax Director

**BUILDING PERMIT:** A permit issued by the Eddy County Tax Director before and as a prerequisite to construction or erection of any “new” rural residential building subject to Eddy County Zoning Ordinance and NDCC Chapter 11-33.

Any person or persons intending to construct a “new” residential structure shall obtain a permit from the Tax Director before proceeding with the work or commencing any excavation in connection with it. These provisions shall also apply to mobile homes and manufactured homes as required to comply with the manufactured housing and building code and are required to obtain a permit from the Tax Director for placement and relocation thereof.

7.2.3.1 Each application for a building permit shall be accompanied by a legal description and a map showing the actual dimension of the lot to be built upon, the size and location.

7.2.3.2 The application shall specify the type of the residential structure, material of which it is composed, the part or portion of the lot to be occupied by the residential structure and the probable building cost, together with additional plans and specifications as may be required by the County Tax Director.

#### 7.2.4 Building Permits

The Tax Director shall issue a building permit if the proposed building or structure conforms to zoning and building provision of this code.

Replacement of roofs, siding, windows, and decks do not require a building permit. Aground buildings do not require a building permit.

#### 7.2.5 Fees

The County Tax Director shall charge and collect a fee according to the resolution of fees and schedules established by Eddy County.