



THE CITY OF WATFORD CITY
213 2ND ST NE / PO BOX 494
WATFORD CITY, NORTH DAKOTA

SIGN PERMIT APPLICATION

REQUIREMENTS

APPLICATION FEE:
\$100.00

Sign Permits are required in order to construct, install, or display signage within various zoning districts. Sign regulations are specific as to which zoning district the property belongs. Along with this application, the following information pertaining to the proposed signage must be submitted as necessary: building elevations, photographs, site plan showing the proposed location of signage, sign layout, and detailed plans which should include number, type, and dimensions of signs.

City of Watford City Municipal Code of Ordinances: **CHAPTER XV ARTICLE XXI SECTION 1-5**

PROPERTY INFORMATION

PROPERTY ADDRESS:		ZONING DISTRICT:	
PARCEL NUMBER:	SUBDIVISION:	LOT #	BLOCK #
LEGAL DESCRIPTION: (SECTION, TOWNSHIP, RANGE)	IS PROPERTY ANNEXED? <input type="checkbox"/> YES <input type="checkbox"/> NO / E.T.A.	LOCATED IN FLOODPLAIN? <input type="checkbox"/> YES* <input type="checkbox"/> NO	

* FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED.

PROPERTY OWNER INFORMATION

OWNER NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

CONTRACTOR INFORMATION

CONTRACTOR BUSINESS NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		
NORTH DAKOTA CONTRACTORS LICENSE NUMBER: _____ CLASS: _____	WATFORD CITY CONTRACTORS BUSINESS LICENSE NUMBER: _____	

PERMIT APPLICANT INFORMATION Same as Owner

APPLICANT NAME:	PHONE NUMBER:	EMAIL:
MAILING ADDRESS:		

DESCRIPTION

Please give a *detailed* description of the proposed sign(s) including type, size dimensions, and proposed location(s).

NOTICE:

Permits are valid for six (6) months from the date of issue. Permits may be renewed thereafter. All applications, fees, and plans are subject to review, verification, and approval by the City Planning, Building, Engineering, and Public Works Departments prior to accepting payment and issuing permits. ALL PAYMENTS MADE TO THE CITY WILL BE NON-REFUNDABLE, NON-TRANSFERRABLE ONCE THE PERMIT IS ISSUED.



DO NOT SEND PAYMENT UNTIL THIS APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE CITY.

SIGNATURE

As the applicant, I certify that all information given on this application is correct, all City Ordinances and Building Codes will be complied with and Utility Companies have been notified as necessary (811). Inspections are a required part of the permitting process and I understand that as a permit holder, it is my responsibility to notify The City when any such inspections need to be performed. Thus, I hereby give authorization to City Staff to access the permitted property as necessary and certify that the structure or property will not be occupied without first obtaining proper inspection(s) and/or the issuance of a Certificate of Occupancy or Final Inspection from the City Building Official. I understand that the City Building Official has the right to withhold the Certificate of Occupancy/Final Inspection until all said requirements and conditions have been deemed satisfactorily completed and all fees associated with the permitting and/or inspection processes have been paid in full. I also understand that once my permits are issued, all payments made to The City will be non-refundable and non-transferrable.

APPLICANT SIGNATURE: _____

DATE: _____

▼ OFFICE USE ONLY ▼

BUILDING DEPARTMENT

REVIEW DATE: ____/____/____

APPROVED BY: _____

Building Inspector Signature

NOTES: _____

PAYMENT:

INVOICE NUMBER: _____

DATE CREATED: ____/____/____ BY: _____

PAYMENT AMOUNT: \$ _____

CARD CASH CHECK # _____

PAYMENT DATE: ____/____/____

PERMIT #: _____

ISSUE DATE: ____/____/____ BY: _____

EXPIRATION DATE: ____/____/____

ENTERED: ____/____/____ BY: _____