

Department of Public Works
Building Safety Code Division
Permit Checklists

COMMERCIAL

- Application
- Affidavit
- Cost Breakdown
- Two(2) Minimum 11x17 Plans with Structural Load Calculations. Must be in compliance with IBC 2018 & 2010 ADA Guidelines
- One(1) PDF Copy of Plan
- Business License
- Lease/Rental Agreement
- Zoning Permit/Clearance

RESIDENTIAL

- Application
- Affidavit
- Cost Breakdown
- Two(2) Minimum 11x17 Plans with Structural Load Calculations. Must be in compliance with IBC 2018 & 2010 ADA Guidelines
- One(1) PDF copy of Plan
- Lease/Rental Agreement
- Zoning Permit/Clearance

GOVERNMENT

- Application
- Affidavit
- Cost Breakdown
- Two(2) Minimum 11x17 Plans with Structural Load Calculations. Must be in compliance with IBC 2018 & 2010 ADA Guidelines
- One(1) PDF Copy of Plan
- Business License
- Lease/Rental Agreement
- Zoning Permit/Clearance

SPECIAL PERMIT

- Application
- Affidavit
- Cost Breakdown
- Two(2) Minimum 11x17 Plans. Must be in compliance with IBC 2018 & 2010 ADA Guidelines
- One(1) PDF copy of Plan
- Property Map
- Zoning Permit/Clearance

DEMOLITION

- Application
- Affidavit
- Zoning Permit/Clearance
- Two(2) Minimum 11x17 Plans with Site Development Plan
- One(1) PDF copy of Plan

ANNUAL CERTIFICATE OF COMPLIANCE

- Application
- Affidavit
- Business License
- Lease/Rental Agreement
- Copy of Expired COC
- Floor Layout w/measurements
- Fire Permit
- Site Map
- Zoning Permit/Clearance



Commonwealth of the Northern Mariana Islands
Building Safety Code Division, Department of Public Works
2nd floor-Oleai Joeten Commercial Center, Saipan, MP 96950



All Applicable sections must be completely filled out and all supporting documents must be attached to this application. Incomplete applications and or supporting documents will delay the processing of this application.

Date Received: _____ Received by: _____ Permit No.: _____

I. Identification			
	Name	Mailing Address	Telephone Nos.
Owner or Lessee			
Contractor			
Architect or Engineer			
II. Site Location			
Physical Address			
Lot Number		Lot Size	
III. Type of Permit		Type of Work	
<input type="checkbox"/> Commercial Building Permit	<input type="checkbox"/> Residential Demolition Permit	<input type="checkbox"/> New Construction <input type="checkbox"/> Repair/Replacement	
<input type="checkbox"/> Residential Building Permit	<input type="checkbox"/> Certificate of Occupancy Permit	<input type="checkbox"/> Addition/Extension <input type="checkbox"/> Installation	
<input type="checkbox"/> Government Permit	<input type="checkbox"/> Special Permit	<input type="checkbox"/> Alteration <input type="checkbox"/> Other (Specify):	
<input type="checkbox"/> Commercial Demolition Permit	<input type="checkbox"/> Special substructure Permit		
	<input type="checkbox"/> Annual Certificate of Compliance		
IV. Proposed Use and Occupancy			Class of Work
<input type="checkbox"/> Assembly	<input type="checkbox"/> High Hazard	<input type="checkbox"/> Storage	Group Occupancy
<input type="checkbox"/> Business	<input type="checkbox"/> Institutional	<input type="checkbox"/> Utility & Misc.	Type of Construction:
<input type="checkbox"/> Educational	<input type="checkbox"/> Mercantile	<input type="checkbox"/> Covered/Open Mall	Building Area:
<input type="checkbox"/> Factory & Industrial	<input type="checkbox"/> Residential	<input type="checkbox"/> Other (Specify):	No. of Stories:
V. Work Description			
Ownership <input type="checkbox"/> Private (Individual, Corporation, NGO, etc.)		<input type="checkbox"/> Public (Federal or Local Government)	
Brief description of proposed work:			
VI. Valuation			
Total Cost of Improvement			\$
The owner of this improvement and the undersigned agree to conform to all applicable laws of the Commonwealth of the Northern Mariana Islands.			
Signature of Applicant			Date

VII. For Office Use Only		
Floodplain Data: Floodplain Data will be determined and completed by FloodPlain Administrator before issuance of permit		
FloodPlain Determination:		
Firm Panel No.	Firm Zone	BFE
<input type="checkbox"/> Site located outside identified flood-prone area		<input type="checkbox"/> Site located within identified flood-prone area: Elevation Certificate Required



Commonwealth of the Northern Mariana Islands
 Department of Public Works
 Building Safety Code Division,
 2nd floor-Oleai Joeten Commercial Center, Saipan, MP 96950



AFFIDAVIT

Pursuant to Public Law 21-14, CNMI Administrative Code Section 155-10.1-105 of the Rules and Regulations governing the administrative procedure of the Building Safety Code Division of the Commonwealth of the Northern Mariana Islands,

I, _____, the owner of the following property and project:

Lot Number : _____

Physical Location : _____

Project Description : _____

Hereby authorizes the following person(s): _____

To apply for the following permit(s) for my use:

Please check appropriate box.

<input type="checkbox"/> Residential Building	<input type="checkbox"/> Residential Demolition	<input type="checkbox"/> Special Permit	<input type="checkbox"/> Fence/Retaining Wall
<input type="checkbox"/> Commercial Building	<input type="checkbox"/> Commercial Demolition	<input type="checkbox"/> Special Substructure Permit	<input type="checkbox"/> Electrical Installation Work
<input type="checkbox"/> Government Building	<input type="checkbox"/> Government Demolition	<input type="checkbox"/> Certificate of Occupancy <input type="checkbox"/> Annual Cert. of Compliance	<input type="checkbox"/> Mechanical Installation Work <input type="checkbox"/> Fire Safety Installation Work

In the event that there is another designation of an "authorized person" or any other changes relevant to designation, I will promptly notify the Building Safety Code Division. Failure to do so shall result in revocation of the said permit.

 Owner (Print Name & Sign)

 Authorized Person (Print Name & Sign)

 (Date)

 (Date)

(Revised March 18, 2021)

DPW-BUILDING SAFETY CODE DIVISION COST BREAKDOWN

OWNER: _____

PROJECT LOCATION: _____ CONTRACTOR: _____

1	Building Permit	
2	Water Meter	
3	Survey	
4	Temporary Facilities	
5	Demolition & Site Preparation	
6	Earthwork	
7	Concrete Forms	
8	Structural Concrete (Including Floors)	
9	Lumber-Rough	
10	Lumber-Finish	
11	Carpenter Labor-Rough	
12	Carpenter Labor-Finish	
13	Doors & Frames	
14	Window Frames & Sash	
15	Cabinets & Millwork	
16	Hardware-Rough	
17	Hardware-Finish	
18	Piling in Place	
19	Reinforcing Steel	
20	Structural Steel	
21	Plumbing-Rough	
22	Plumbing-Finish	
23	Electrical-Finish	
24	Electrical-Rough	
25	Ceiling Cover	
26	Roof Trusses	
27	Roof Cover	
28	Structural Masonry	
29	Masonry Veneer	
30	Stucco-Exterior	
31	Special Exit Wall Construction	
32	Heating Vent, Airconditioning	
33	Sheet Metal & Flashing	

34	Glass & Glazing	
35	Lath & Plaster or Sheet Rock	
36	Insulation & Sound Roofing	
37	Tilework	
38	Finish Flooring	
39	Painting, Decorating & Plaster	
40	Sprinkler System	
41	Elevators	
42	Shower Door	
43	Built-In Equipment	
44	Weather Stripping, Shades & Blinds	
45	Miscellaneous Metal	
46	Fences & Retaining Wall	
47	Fireplace	
48	Screens & Windows	
49	Garage Door & Hardware	
50	Clean Up	
51	Drain Tile Pipe	
52	Landscaping	
53	Concrete or Asphalt Paving	
54	Walks or Exterior Stairs	
55	Insurance, Comp., P.L. & P.D.	
56	Social Security & Unemployment Insurance	
57	Supervision, General Contractor	
58	Soil Treatment	
59	Taxes	
60	Septic Tank	
61	Canopy Steel	
62	Architecture & Engineer Fees	
63	Overhead & Profit	

TOTAL COST: _____

I certify that the above is to the best of my knowledge, a true and correct statement of the estimated cost of this work.

Signed: _____

Date: _____

**Department of Public Works
Building Safety Code Division
Requirements for Plan Review Check List**

Contractors specific plans and specifications can be reviewed by the Building Safety Official. They shall contain the following requirements as a minimum:

1. DRAWING STANDARDS

- Sheet Sizes *11x17 Minimum
- Title Block *Identifying project, owner and consulting firm
- PDF Copy *Submit through email or USB

2. CIVIL REQUIREMENTS

- Plot Plan *Showing property boundaries, public right-of-way, easements, access roads & existing structures
- Grading
- Section Detail *Showing existing structure, proposed finish contour lines & proposed boundaries
- Drainage Plan details & Design Analysis *Showing flow direction of storm water, headwalls, ponding basins open channels & soil tests
- Soils Report

3. SEWAGE DISPOSAL (check one only)

- BECQ *Approval for sewage disposal system
- FUAG *Approval for sewage disposal system

4. BUILDING CODE LIFE SAFETY REQUIREMENT

- Evacuation Floor Plan
- Occupant Load
- Type of Construction

5. BUILDING CODE LIFE SAFETY REQUIREMENT

- Floor Plans: All spaces must be designed
- Exterior Elevations
- Interior Elevations
- Building Sections
- Wall Sections
- Roof Plan
- Reflected Ceiling Plan
- Stair & Balcony Details
- Door Schedule
- Window Schedule *Elevation showing size & design, thickness and material w/type designation by which it is indicated on plan
- Finish Schedule *Walls, ceilings, floors, base & wainscot are to be identified by material & finish

Miscellaneous Details

- Specifications (Required only for mini-family dwelling, Commercial industrial & Institutional buildings)

6. CIVIL REQUIREMENTS

- General Construction Notes
- Foundation Plan of Footing
- Roof Framing Plan
- Floor Framing Plan
- Details of foundation plan, roof framing plan & floor framing plan
- Design Calculations & Analysis
- Soil Investigation Date
- Specifications

7. MECHANICAL & PLUMBING REQUIREMENTS:

- Complete Mechanical & Plumbing Plan
- Legend of Symbol
- General Notes specifying materials to be used
- Fixture schedule specifying materials to be used
- Specifications
- Design Calculations for all Mechanical Systems
- Shop Drawings, brochures & certification of testing laboratory
- Food Service Equipment
- Plumbing Sewer Piping Plan
- Plumbing Hot & Cold Water Supply Plan
- Isometric Layout Legend & Symbols

8. ELECTRICAL REQUIREMENTS

- Electrical Plan- to include
 - a.) Lighting Plan
 - b.) Power Plan
 - c.) Communication Plan if Commercial/Industrial
- Service one-line diagram
- Panel Schedule
- General Note specifying design criteria
- Legend of symbols
- Design Calculations
- Specifications

Permit No: _____
Check By: _____
Date: _____

Site Location Map

Please sketch the location of site and include street names (if applicable) below