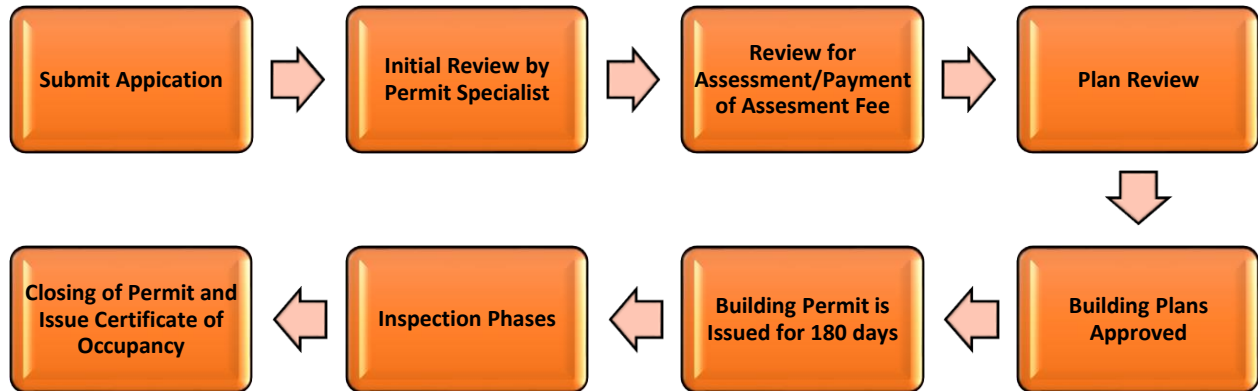


Building Permit Flowchart

Department of Public Works, Building Safety Code Division



Regulations:

- Oversees construction activities and safety inspections for new and existing buildings in the Northern Marianas Islands.
- Ensures compliance with Building Code Regulation (Title 155-10.1).
- Issues a Certificate of Occupancy or Compliance after successful inspection.

Building Permit Process

1. Preparation:

- **Research:** Understand zoning laws, BECQ permits & regulations, and Building Safety Code rules specific to your location and type of construction.
- **Plan:** Create detailed architectural drawings and engineering plans that comply with Building Safety Code requirements.

2. Application Submission:

- **Form Completion:** Fill out the permit application form.
- **Description:** Include a description of the proposed work, its location, use and occupancy details, and any additional information requested by the Building Safety Official.
- **Drawings and Specifications:** Submit at least two copies of scaled drawings and specifications showing the work to be done. Include specific details if material quality is crucial for Safety Code compliance. Avoid general references to the Safety Code or vague terms.

- **Site Plan:** Provide a site plan showing the scale, size, and location of all new and existing structures, distances from lot lines, and established street grades. Draw the plan according to an accurate boundary line survey.
 - **Demolition Plans (if applicable):** Show all structures to be demolished and the location and size of all existing buildings and structures that will remain on the site.
 - **Additional Requirements:**
 - As-Built drawing showing existing features within the site and surroundings.
 - Setback measurements with respect to lot lines and government right-of-way.
 - Finish floor elevation for structures in a flood zone referenced to a vertical datum.
 - Design layout and number of parking areas, vehicle movements, ingress, and egress for non-single-family residential units.
 - Temporary safety traffic devices within the project.
 - Grading and drainage plan, including driveway connection to the public right-of-way.
 - Location of existing utilities and proposed points of connection.
 - Reference elevation to a local datum.
 - Construction debris management plan.
 - **Structural Details:** Submit adequate details of structural, mechanical, and electrical work, including computations and stress diagrams. All engineering drawings and computations must bear the signature of a CNMI licensed professional engineer or architect.
3. **Review Process:**
- **Prompt Review:** The Building Safety Official promptly reviews each application and related documents to ensure compliance with Building Safety Code Regulation Title 155-10.1.
 - **Additional Information:** The Building Safety Official may request more information or inspect the site if the proposed work or site conditions are unclear.
 - **Non-Compliance:** If the application does not conform to legal requirements or lacks sufficient information, it will be returned with a written statement explaining the refusal and reasons. Revise and resubmit as necessary.
4. **Approval:**
- **Regulatory Compliance:** Once plans meet all regulations and requirements, the Building Safety Code Division will issue the building permit.
 - **Payment:** Assessments must be paid before the review process.
 - **Modifications:** Approved drawings and specifications must not be altered without written authorization from the Building Safety Official. All work must follow the approved drawings and specifications.
5. **Construction:**
- **Permit Display:** Place the building permit in a conspicuous location.

- **Begin Construction:** Follow approved plans and any specified conditions.
 - **Inspections:** Inspections may be required at various stages (foundation, framing, electrical, plumbing, etc.). Certain types of construction may require continuous or special inspections.
 - **Testing:** Must test for Compaction and Compression.
6. **Final Inspection and Certificate of Occupancy:**
- **Inspection Request:** Request a final inspection from BSCD after completing construction.
 - **Approval:** Once the final inspection is completed and approved, a Certificate of Occupancy will be issued.
7. **Completion:**
- **Final Approvals:** Ensure all inspections and approvals are finalized.
 - **Document Submission:** Submit all construction documents, such as Window/Shutter Certification, Compaction, and Compression Test results.

Note: Communication with DPW Building Safety Code Division and compliance with all regulations is crucial throughout this process to avoid delays. Consult local authorities early in your planning stages.