**TEMPORARY HOUSING PERMIT FEE PACKET**

***THE TEMPORARY HOUSING PERMIT FEE MUST BE PAID IN FULL PRIOR TO THE ISSUE OF A PERMIT OR UNITS BEING PLACED ON SITE.***

Check Payable to: Towner County Auditor

 PO Box 603

 Cando, ND 58324-0603

To be included with payment:

* Temporary Housing Permit Fee Guidelines – Signed and Dated by Applicant
* Application for Temporary Housing Permit - Completed
* Current Site Plan – including dimensions and square footage of ALL buildings on site
* Current Number of Units
* Current Number of Beds
* Updated Contact Information, including contact name, phone number, mailing address
* List of any improvement plans to be made in the following year

**TEMPORARY HOUSING PERMIT FEE GUIDELINES**

The Sixty-Second Legislative Assembly of North Dakota enacted House Bill # 1144 on April 27, 2011 addressing “Crew Housing Permit Fees”, NDCC 57-02.4.

* A Temporary Housing Fee will be applied to any temporary housing (temporary housing, man camp, etc.) that does not fall under NDCC 57-02.4-03.
* Any type of Temporary Housing that falls under NDCC 57-02.4-03 will not be charged with a Temporary Housing Permit Fee.
* The Towner County Temporary Housing Permit Fee is to be paid at the amount of $1.50 per square foot and will be applicable for 1 year (12 months). At that time a renewal will be required before the next year’s permit will be approved.
* The Temporary Housing Permit Fee amount may be changed or altered at any time.
* An application for a Temporary Housing Permit may be obtained from the Towner County Auditor.
* The Temporary Housing Permit Fee may be paid in full to the Towner County Auditor.
* The Temporary Housing Permit Fee must be paid in full for the approved year prior to the permit being issued and any improvements made to the site.
* The Temporary Housing Permit Fee will be against the owner of the housing and NOT the land owner (unless they are one and the same).
* A report must be filed with the Towner County Auditor’s Office on January 1st of each year and must include the following:
* Current Site Plan – including building dimensions and square footage
* Current number of Units, Beds & Proposed Occupants
* Updated Owner/Manager Contact Information
* Any changes/improvement plans to be made in the following year
* Copy of Security &/or Emergency Services Plan
* Copy of Lease (If Applicable)

I understand the Towner County Temporary Housing Permit Fee Guidelines may be changed or altered at any time.

Applicant agrees to the above guidelines established by Towner County.

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Signature of Applicant Date

**TOWNER COUNTY**

**TEMPORARY HOUSING PERMIT APPLICATION**

**FEE: $1.50 per square foot**

Parcel #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Physical Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complex/Man Camp/Crew Camp Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number and Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner on Record\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Camp: 🞏 Open 🞏 Closed If Closed, Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Structures (Definition Sheet Attached)

 Only B, C, & Possibly G are eligible for the permit fee

1. Recreation Vehicles B. Skid Units C. Industrialized Modular Bldgs.

D. Park Model Trailers E. Manufactured Homes F. Modular Structures

G. Other (define)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Units:\_\_\_\_\_\_\_\_\_\_ # of Beds\_\_\_\_\_\_\_\_\_\_ #of Proposed Occupants\_\_\_\_\_\_\_\_\_\_

THE APPLICANT CERTIFIES THAT ALL INFORMATION GIVEN IS CORRECT AND THAT ALL APPROPRIATE ORDIANCES AND GUIDELINES WILL BE COMPLIED WITH

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

For Office Use Only

Date of Application\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Permit Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Permit Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Permit Fee Payment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CURRENT ND LAW FOR UNIT TYPES**

Definition and Miscellaneous Information

**Recreation Vehicle Not Taxable or Eligible for Permit Fee** A recreation vehicle, camper or camper trailer required to be licensed by the Motor Vehicle Division of the Department of Transportation.

**Skid Unit Eligible for Permit Fee**

A structure or group of structures, either single or multi-sectional, which is NOT built on a permanent chassis and is ordinarily designed for human living quarters or place of business, on a temporary or permanent basis.

**Industrialized Modular Building Eligible for Permit Fee**

Do not fit under the definition of RV, Skid Unit, Park Model Trailer, Manufactured Home or Modular Structure. EX: Target Logistics, ATO Camps

**Park Model Trailer Most are Taxable under ND Law**

Similar to a Manufactured Home – it is already taxable under ND law unless it is located in a trailer park or campground or is registered as a travel trailer, and the owner has paid a park model trailer fee.

**Manufactured Home Taxable under ND Law**

Single or multi-sectional structure which is built on a permanent chassis and is either attached to utility services or is 27 feet or more in length.

**Modular Structure Taxable under ND Law**

Similar to a Manufactured Home however the chassis is removed prior to building placement.