



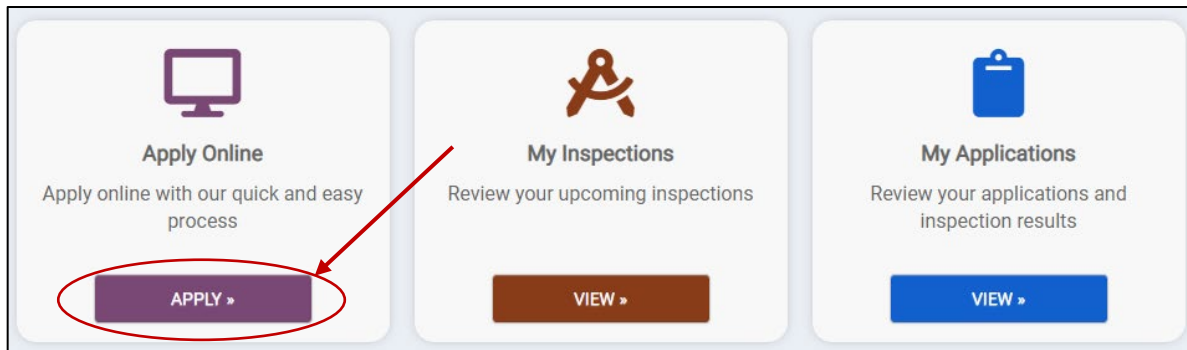
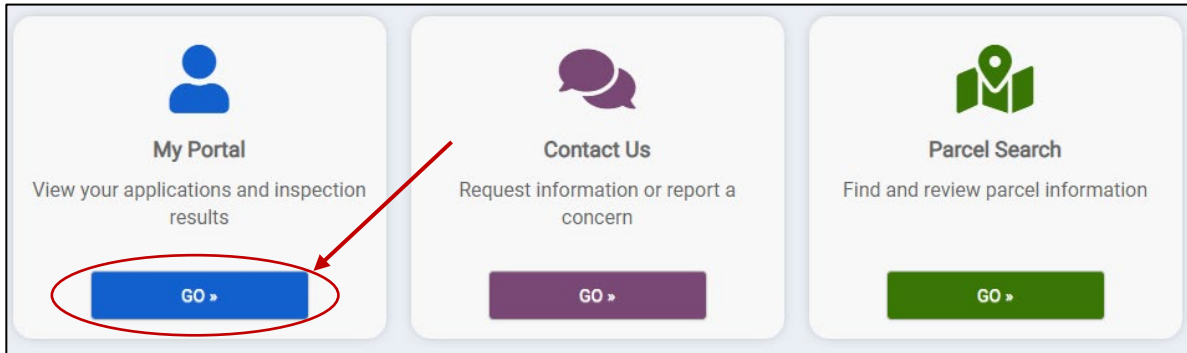
# SmartGov

## Online Permit Applications

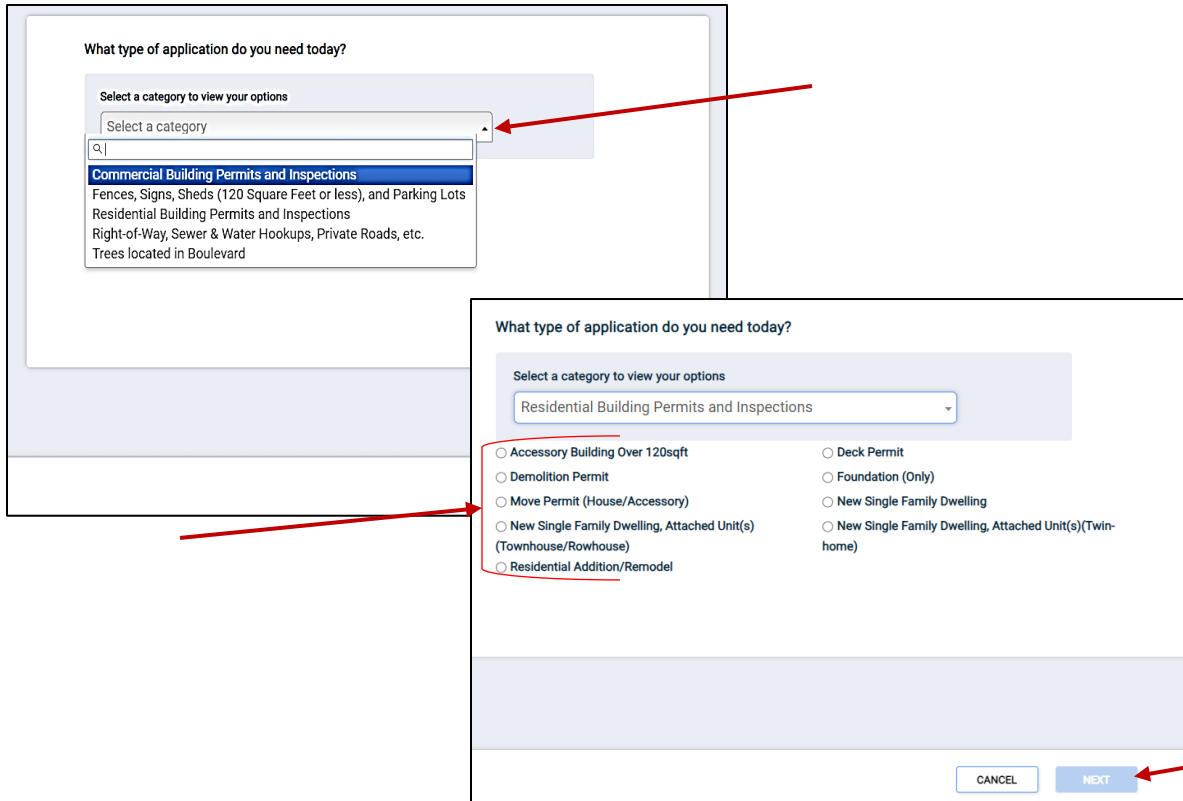
**Step 1:** Go to the online SmartGov Permit Application Portal  
<https://ci-horace-nd.smartgovcommunity.com/Public/Home>

**SmartGov** City of Horace  
[\(Link to SmartGov Application Portal\)](#)

**Step 2:** Sign Up or Log into Portal.  
Go to "My Portal" to apply for permits or view applications.



**Step 3:** Select the Category of the permit needed. Then choose the permit type within the category. Once selected, click “Next.” Depending on the scope of your project, you may need to complete more than one permit application.



What type of application do you need today?

Select a category to view your options

Select a category

Commercial Building Permits and Inspections  
Fences, Signs, Sheds (120 Square Feet or less), and Parking Lots  
Residential Building Permits and Inspections  
Right-of-Way, Sewer & Water Hookups, Private Roads, etc.  
Trees located in Boulevard

What type of application do you need today?

Select a category to view your options

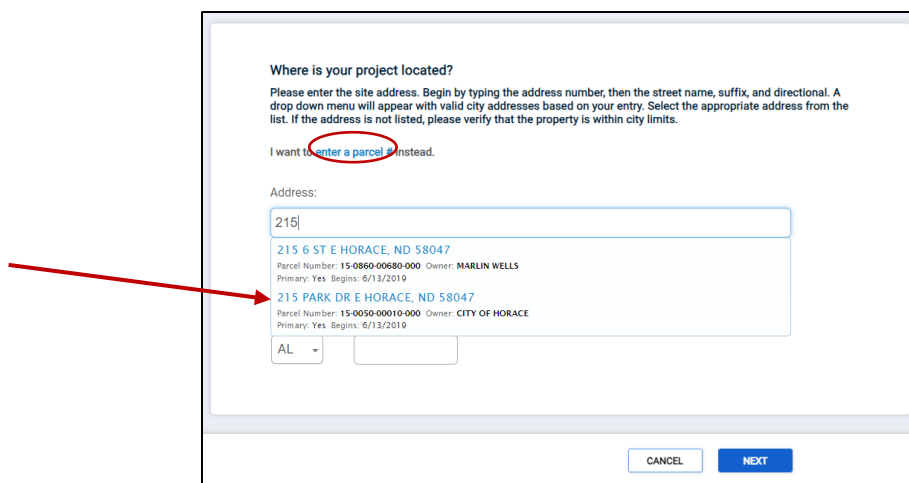
Residential Building Permits and Inspections

Accessory Building Over 120sqft  
 Demolition Permit  
 Move Permit (House/Accessory)  
 New Single Family Dwelling, Attached Unit(s) (Townhouse/Rowhouse)  
 Residential Addition/Remodel

Deck Permit  
 Foundation (Only)  
 New Single Family Dwelling  
 New Single Family Dwelling, Attached Unit(s)(Twin-home)

CANCEL NEXT

**Step 4:** Enter the address OR the parcel number of where the permit work will be completed. Be sure to choose the autofill address in blue. If you use your browser’s autofill features, the permit will not recognize the address as being valid. Once completed, click “Next”.



Where is your project located?

Please enter the site address. Begin by typing the address number, then the street name, suffix, and directional. A drop down menu will appear with valid city addresses based on your entry. Select the appropriate address from the list. If the address is not listed, please verify that the property is within city limits.

I want to enter a parcel instead.

Address:

215

215 6 ST E HORACE, ND 58047  
Parcel Number: 15-0860-00680-000 Owner: MARLIN WELLS  
Primary: Yes Begins: 6/13/2019

215 PARK DR E HORACE, ND 58047  
Parcel Number: 15-0050-00010-000 Owner: CITY OF HORACE  
Primary: Yes Begins: 6/13/2019

AL

CANCEL NEXT

**Step 5:** Confirm the address is accurate on this screen below. When confirmed, click “Save And Continue”.

**Where is your project located?**

Please enter the site address. Begin by typing the address number, then the street name, suffix, and directional. A drop down menu will appear with valid city addresses based on your entry. Select the appropriate address from the list. If the address is not listed, please verify that the property is within city limits.

Parcel #:  
15-0860-00680-000

Address:  
215 6 ST E  
HORACE, ND 58047

[Edit Information](#)

**Step 6:** Begin to fill each of the drop-down section’s information, starting with “My Project.” Be sure to click “Save” in each drop-down section when applicable. The drop-down section may vary from one permit type to another, so be sure to click on each section to either complete the required information or verify the information is accurate.

▲ My Project 🔴 Not Complete

Under “My Project,” you will find project information including project location, project status, and the general project description.

Please name and describe your permit request in as complete detail as possible. For example, consider a project name, such as, “Type of Work – Address – Contact Name” and a description of the work you are wishing to have permitted.

<b>Location</b>	<b>Parcel</b>	<b>Created</b>	1/24/2024
215 6 ST E HORACE, ND 58047	15-0860-00680-000	<b>Approved</b>	--
<a href="#">📄 Change Location</a>		<b>Issued</b>	--
		<b>Closed</b>	--
		<b>Application Expires</b>	4/23/2024

**Give your project a name \***

**Describe the purpose of the permit \***

[← View Applications](#)

**Step 7:** Complete the permit specific details. No matter the type of permit you are applying for, there are required fields that are identified with a red asterisk "\*" next to the needed detail. You will not be able to save the document without completing these fields.

**Permit Details** Not Complete

Please complete every detail. If a detail does not apply to your project, please enter 0 or N/A where applicable.

**MANDATORY** All Contractors applying for a permit MUST put in their contractor's license number. Homeowners hiring a contractor MUST supply a contractor's license number. You are not allowed to hire a worker to do permitted work, without being a licensed contractor. Homeowners doing their own work may skip past this. Does not apply to sewer and water hook-ups.

**MANDATORY FOR ALL BUILDING PERMITS** - Must supply the Structure Valuation / Market Value Project Cost below, to include material and labor.

Describe Work \*

  
 Contractor Name  
  
 Contractor License Number  
  
 Fence Valuation \*

**Step 8:** Add Permit Submittals, many of the permits require further documentation, i.e. site plan, floor plans, truss layout, FEMA Map. Some applications require the submittal (documentation) at the time of submission of application or before the permit can be closed. Boulevard Tree Programs do not require a submittal.

**Permit Submittals** At least 1 file must be uploaded for each submittal requirement Not Complete

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

\* Required for Application  
 Ⓞ Required before permit can be closed

Submittal Name	Received	Version	Status	
Proposed Building Floor Plan(s), Elevations, Site-Plan, Rafter/Floor Truss Layout/Details, etc. *	--	1	Pending	<a href="#">Upload</a>
FEMA Dynamic Map/FIRMette	n/a	1	Pending	<a href="#">Upload</a>

**Step 9:** Read the Permit Conditions, Review Permit Fees, Permit Inspections, and Permit Approval Steps. The content in each of these drop-downs will vary depending on type of permit.

▲ Permit Conditions
✔ Done

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the building code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of the building code or other ordinances of the jurisdiction shall not be valid.

The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the correction of errors in the construction documents and other data.

The building official is authorized to prevent occupancy or use of a structure where in violation of this code or of any other ordinances of this jurisdiction.

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or after commencement of work if more than 180 days pass between inspections. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated.

The building official is authorized to suspend or revoke a permit issued, wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of the building code or city ordinance.

▲ Permit Fees
Estimated Fees \$0.00

Fee	Amount	Paid	Balance	Due Now
Install Fence REFERENCE-24-0011				
Fence Permit	\$ 50.00	\$0.00	\$ 50.00	\$0.00
<b>Total</b>	<b>\$ 50.00</b>	<b>\$ 0.00</b>	<b>\$ 50.00</b>	<b>\$ 0.00</b>

▲ Permit Inspections
There is 1 required inspection for this permit

Inspection	Date	Status
VISUAL INSPECTION		

▲ Permit Approval Steps
Follow the approval process

Step	Status	Date
Application	Pending	1/24/2024
Review Site Plan	Pending	1/24/2024

[← View Applications](#)
[SUBMIT APPLICATION](#)

**Step 10:** Submit the permit application by clicking the blue button on the bottom right corner of the application screen.

▲ Permit Approval Steps
Follow the approval process

Step	Status	Date
Boulevard Tree Program application submitted.	Submitted - to be reviewed by Staff	1/24/2024
Review Tree Application Details	Confirm quantity and tree location	1/24/2024

[View Applications](#)

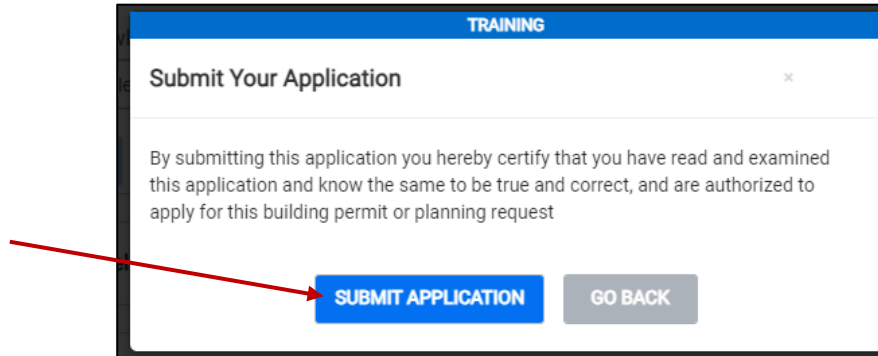
✔ Your application is complete. Please submit for review.

[SUBMIT APPLICATION](#)

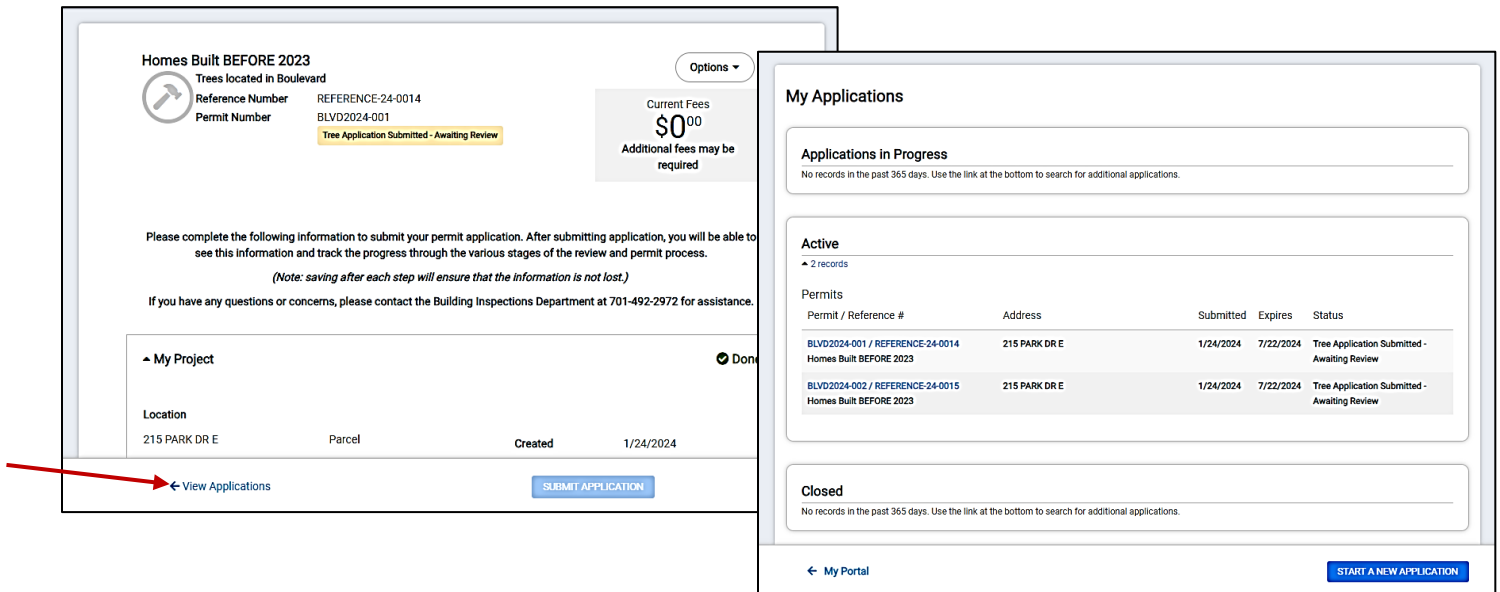


## Online Permit Applications

You will receive the following pop-up message to confirm the information entered on the application is correct and that you're authorized to apply for said permit. Once complete, click "Submit Application."



When you click on "View Applications" on the bottom left corner, it will take you back to all the applications that you have applied for. Here you can see a snapshot of your application(s) to include submission/expiration date and status.



Once your application is submitted, it will be sent to the appropriate reviewer, and we will begin to process your application, based on first come, first served. Although we try to be prompt, applications for residential projects may take up to 7-10 business days to be approved and ready for payment and issuance. These times will vary due to an influx of permits, please plan accordingly. During various steps of your application and our review, you may receive progress emails from SmartGov. Please note that if action is needed on your behalf, you will receive an email directly from a City of Horace email address. Please respond to the actions on a timely basis, time will delay the issuance of your permit. Upon completion, City Staff will also email you directly, when your permit is ready to be issued and paid for, not SmartGov. Permits must be paid for before starting any construction phase of your project. Any work started before the issuance/paying of permit will result in an Early Work Fee. Permits can be paid for by coming to City Hall located at 215 Park Dr E, Horace. You can also pay for your permit(s) over the phone and soon online. If any other questions arise, please feel free to reach out to the building department at 701-492-2972.