



STAFF USE ONLY  
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**Building Permit Application**  
**Single Family, Duplex & Townhouse Dwellings**  
 BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, BUILDING SEWER & WATER SERVICE  
 (Dated 10/28/2016)

Applicant must complete numbered items and highlighted spaces.

<b>1</b>	<b>JOB ADDRESS:</b>								
<b>2</b>	<u>OWNER</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>					
				<u>EMAIL</u>					
<b>3</b>	<u>APPLICANT</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>					
				<u>EMAIL</u>					
<b>4</b>	<u>GENERAL CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>					
				<u>EMAIL</u>					
<b>5</b>	<u>ELECTRICAL CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>					
				<u>EMAIL</u>					
				<u>STATE LICENSE #</u>					
<b>6</b>	<u>PLUMBING CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>					
				<u>EMAIL</u>					
				<u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>					
<b>7</b>	<u>HVAC CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>					
				<u>EMAIL</u>					
				<u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>					
<b>8</b>	<u>SEWER &amp; WATER CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>					
				<u>EMAIL</u>					
				<u>STATE LICENSE #</u> <u>BEGINNING 7/1/09</u>					
<b>9</b>	<u>DESCRIBE WORK:</u>								
<b>10</b>	<u>TOTAL SQ. FT OF HABITABLE FINISHED AREAS</u>	<b>11</b>	<u>TOTAL SQ. FT OF UNFINISHED / STORAGE</u>	<b>12</b>	<u>TOTAL SQ. FT OF GARAGE AREA</u>				
<b>13</b>	<u>USE OF BUILDING OR STRUCTURE</u>			<b>14</b>	<u>VALUATION:</u>			<b>15</b>	<u>NUMBER OF WATER METERS:</u>
STATE OF IOWA ENERGY EFFICIENCY REQUIREMENTS									
Compliance shall be demonstrated by either meeting the requirements below or meeting the requirements of International Energy Conservation Code Section 405 by providing a <i>Compliance Report</i>									
<u>CLIMATE ZONE</u>	<u>FENESTRATION U-FACTOR B</u>	<u>SKYLIGHT U-FACTOR B</u>	<u>CEILING R-VALUE</u>	<u>WOOD FRAME WALL R-VALUE</u>	<u>MASS WALL R-VALUE I</u>	<u>FLOOR R-VALUE</u>	<u>BASEMENT WALL R-VALUE C</u>	<u>SLAB R-VALUE AND DEPTH D</u>	<u>CRAWL SPACE WALL R-VALUE C</u>
<b>5</b>	<b>0.32</b>	<b>0.55</b>	<b>49</b>	<b>20 or 13 + 5</b> (See footnote h)	<b>13/17</b>	<b>30</b> (See footnote g)	<b>15/19</b>	<b>10,2 ft</b>	<b>15/19</b>

Minimum Requirements  
for Residential Plot Plan

The plot plan must be accurately drawn to an engineer scale displaying the following information:

Minimum paper size 8 1/2"x11"  
Maximum paper size 11" x 17"

General Information:

1. Applicant(s) name.
2. Legal description.
3. Site address.
4. Current zoning classification.
5. Zoning setback lines.
6. Specify the lot area per dwelling unit
7. An identifiable scale.
8. North directional arrow.
9. Property line dimensions and bearing directions.
10. Official property iron pins.
11. Existing structures including decks, porches, garages and sheds.
12. Proposed structures or additions including decks, porches, sunrooms, garages and sheds.
13. Dimensions of all buildings.
14. Roof overhangs.
15. Existing or proposed fences.
16. Driveways, sidewalks, patios and retaining walls. (engineering required for retaining walls when the height exceeds 4-ft from the bottom of the footing to the top of the wall)
17. Distances between building walls and lot lines.
18. Water service size and location.
19. Building sewer size and location.
20. The sump pump discharge line location. (minimum 3" diameter)
21. Place two points on the side line lots where the front wall intersects the side lot lines. Indicate the distances from the front corner iron pins to the two points and from the two points to the building corners.
22. Statement on the site plan that all property iron pins shall be visible and marked during the entire construction process.

Engineering Information :

1. Public utilities abutting the property. (storm sewers, sanitary sewers & water mains)
2. Location and dimensions of all public and private easements. (see property title and subdivision final plat)
3. Flood zones.
4. Minimum low opening elevations.
5. Elevations of top of foundation walls, final grade at foundation walls, final grade at 10 feet from foundation walls, top of lowest floor elevation, top of curb, property corner elevations and storm sewer conveyance openings.
6. Storm water surface flow arrows.

REQUIREMENTS FOR SUBMITTING DRAWINGS  
(one set of plans required for each application)

1. Scaled floor plans with designated room uses, square footage of habitable space, square footage of unfinished/storage spaces, doors and windows.
2. Indicate locations of smoke and carbon monoxide detectors.
3. Foundation plan showing all footings, stem walls, basement walls, slabs, foundation damp proofing material, drainage system and slab vapor barrier. Sizes, locations and cross sections showing reinforcement of each. All bearing load number from engineered girders and beams shall be noted. If engineered foundation is used or required, stamped plans shall be submitted with the permit application for approval.
4. Floor framing plans, which include size, type of material, spans, and bearing points of all joist, girders, beams and columns. Show method of all connections to the footings or foundation.
5. Wall cross sections providing framing details showing interior wall finish, vapor barrier, insulation, wall bracing, sheathing, weather barrier, flashing and exterior wall coverings.
6. Header sizes and materials of openings exceeding 4-feet in width.
7. Roof framing details indicating roof system to be used, sheathing, underlayment, ice dam, covering.
8. Stair details showing rise, run, guards and handrails.
9. Decks and porches showing footing locations, depth and size, columns, floor and roof framing materials and connection methods throughout the entire structures.
10. Location of all heating appliances and type of fuel to be used.
11. Location of electrical service and panel boards.
12. Show all insulation materials used to comply with energy code requirements.
13. If mail order plans are used and changes are made, the plans will need to be modified prior to submittal for permit.
14. Show all design standard requirements of Chapter 169 of the Zoning Code.

Requirements to Maintain a Valid Permit

- Address placard shall be placed so that the address number is visible from the public street.
- The approved set of plans, specifications and other data must be kept on the job site and protected from weather.
- Advance one day notice is required for inspection request. See inspection policy for exceptions.
- Contractors shall maintain required business license, contractor's license, bonds and insurances.
- The permit holder is required to review and follow the approved plans, specifications.
- The permit holder is responsible to ensure plan review comments are communicated to all subcontractors and provided or resolved before scheduling an inspection.
- A common rule of thumb for inspections is "**never cover anything until the City Inspector has seen it and signed off.**"

**The undersigned has submitted the required plans, specifications and plot plan which are hereto attached, incorporated into and part of this application. The undersigned agrees to comply with all applicable codes; give full notification to the building inspector when required inspections are needed; that he or she will not use or occupy this structure or structures covered by the permit until the certificate of occupancy has been issued; and will not proceed with construction until the permit is issued.**

**I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction.**

Signature of Owner or Authorized Agent

Date

PLEASE PRINT ABOVE NAME HERE: \_\_\_\_\_