

CITY OF WEST BRANCH
BUILDING PERMIT APPLICATION

Project Address _____

Project Description _____

Project Square Feet _____ Project Valuation _____

Note: The Project Valuation shall include total value of work, including materials and labor, for which the permit is being issued, including electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the Building Official, the valuation is underestimated on the application, the final building permit valuation shall be set by the Building Official.

Applicant Name _____ Phone _____

Address _____ Email _____

General Contractor _____ Phone _____

Address _____ Email _____

Subcontractors who will also perform work on this project:

Electrical _____ Plumbing _____ Mechanical _____

Applicant Signature _____ Date _____

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FOR OFFICE USE ONLY

Approved / Denied _____ Permit No. _____

Zoning Administrator _____ Date _____

Permit fee _____

Sewer connection _____

Water connection _____

Water Meter _____

Radio read _____

Total Cost _____

INSTRUCTIONS FOR BUILDING CONSTRUCTION

1. It is the responsibility of the owner and/or contractor to locate and be able to substantiate exact locations of lot pins.
2. Confirming property lines, buried utilities, easements, restrictive covenants, or association requirements are strictly the responsibility of the owner and/or contractor.
3. The yellow inspection sheet must be displayed in a conspicuous place on the job.
4. The building inspector must be given 48 hours notice by calling city hall (319-643-5888) prior to any of the following inspections and all inspections must be done during regular working hours of 7:00 a.m.-3:00 p.m., Monday – Friday unless otherwise scheduled by the zoning administrator.
5. A Construction Site Erosion and Sediment Control plan and signed acknowledgement form shall be submitted with all new residential building permit applications. No permit will be issued until an initial inspection of the site is conducted and required controls are properly installed.
6. Required inspections for any structure:
 - Plan Review** (In addition to the site plan sketch 2 sets of blueprints and an energy audit shall be submitted with all new residential construction permit applications to be reviewed prior to issuance of building permit, for all other permits the site plan sketch included with the permit application will be sufficient)
 - Footings** (must be inspected prior to being poured)
 - Under slab Plumbing** (must be inspected prior to backfilling trenches)
 - Rough in** (inspection of rough plumbing, electrical, mechanical and framing must be done prior to the installation of insulation and drywall.
 - **Final** (a final inspection must be passed before any certificate of occupancy will be issued)
7. IOWA ONE CALL (800-292-8989) must be notified prior to excavation of any kind.
8. Every *permit* issued shall become invalid unless the work authorized by such *permit* is commenced within 180 days after its issuance, or if the work authorized by such *permit* is suspended or abandoned for a period of 180 days after the time the work is commenced.

Failure to comply with these instructions will result in the immediate revocation of building permit.

I hereby acknowledge that I have read this document and agree to schedule all inspections that are required for this project and said project will be constructed to meet all applicable codes and ordinances.

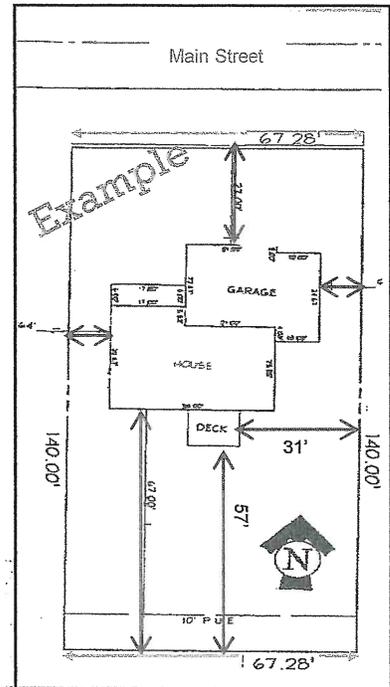
Applicant Signature: _____ **Date:** _____

Site Plan - Required

You must show these items:

- ❖ the proposed alteration *i.e.: addition, deck, porch, pool, fence.*
- ❖ Address including streets and street names.
- ❖ Property Lines and dimensions of the property.
- ❖ Setbacks: the distance to the property lines (front, rear, sideyards) of the proposed alteration or existing buildings.
- ❖ North directional arrow.

Address: _____



Handwritten site plan on graph paper. The drawing shows a rectangular lot with dimensions 140.00' by 67.28'. A house is drawn with a deck and a garage. A north arrow is present. The drawing is labeled 'Example'.