

**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** \_\_\_\_\_

(Please see other side)



**FOR OFFICE USE ONLY**

**Approved / Denied** \_\_\_\_\_ **Permit No.** \_\_\_\_\_

**Zoning Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Permit Fee** \_\_\_\_\_

**Sewer Connection Fee** \_\_\_\_\_

**Water Connection Fee** \_\_\_\_\_

**Water Meter Fee** \_\_\_\_\_

**Radio Read Fee** \_\_\_\_\_

**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. 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)
4. 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.
5. **Contact the Zoning Administrator / Building Inspector at 319-330-9806 at least 48 hours in advance of an inspection request.**
6. The yellow inspection sheet must be displayed in a conspicuous place on the job.
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:**

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

Address: \_\_\_\_\_

