



**RESIDENTIAL BUILDING PERMIT APPLICATION**

**Project Description:**  Single Family Dwelling  Zero Lot\* (two owners, lot to be split)

**\*Zero lots require separate water and sewer services to the main**

Duplex (one owner)  Other, please explain \_\_\_\_\_

**Project Address** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Zoning:**  R-1  R-2

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Total Square Footage (finished)** \_\_\_\_\_ **(Unfinished)** \_\_\_\_\_

**Project Valuation\*** \_\_\_\_\_ \*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.

**Owner Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Email** \_\_\_\_\_

**General Contrator** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Email** \_\_\_\_\_

**Subcontractors who will also perform work on this project:**

**Electrical Contractor** \_\_\_\_\_

**Address** \_\_\_\_\_ **Lic#** \_\_\_\_\_ **Phone** \_\_\_\_\_

Plumbing Contractor \_\_\_\_\_

Address \_\_\_\_\_ Lic# \_\_\_\_\_ Phone \_\_\_\_\_

HVAC Contractor \_\_\_\_\_

Address \_\_\_\_\_ Lic# \_\_\_\_\_ Phone \_\_\_\_\_

Water & Sewer Contractor \_\_\_\_\_

Address \_\_\_\_\_ Lic# \_\_\_\_\_ Phone \_\_\_\_\_

The undersigned has submitted the required plans and specifications which are hereto attached, incorporated into and part of this application. The undersigned agrees to construct in accordance with the approved plans and specifications; notify the Building Inspector when required inspections are needed; 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 has been issued.

I hereby certify that I have read and examined 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 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. Any unapproved changes herein shall make the application invalid.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print above name here \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICE USE ONLY**

Approved  Denied Permit No. \_\_\_\_\_

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

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

Sewer & Water Connection Fee \_\_\_\_\_

Water Meter & Radio Read Fee \_\_\_\_\_

Sidewalk Recording Fee \_\_\_\_\_

Residential Site Plan Engineering Fees \_\_\_\_\_ (to be billed as incurred)

(+ \$47 for each re-inspection for a failed inspection to be billed as occurred)

\*Total Fees: \_\_\_\_\_

**Eligible for West Branch Housing Incentive/Rebate Program? Yes  No**

\*Certificate of Occupancy will not be issued until all fees have been paid.

# INSTRUCTIONS FOR RESIDENTIAL BUILDING PERMITS

1. Confirming property lines, buried utilities, easements, restrictive covenants, or association requirements are strictly the responsibility of the owner and/or contractor. It is the responsibility of the owner and/or contractor to locate and be able to substantiate exact locations of lot pins.
2. IOWA ONE CALL (811 or 800-292-8989) must be notified prior to excavation of any kind.
3. 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.
4. **Required Information: submit to the City Office, 110 N. Poplar or email to: [leslie@westbranchiowa.org](mailto:leslie@westbranchiowa.org)**
  - Complete building permit application (signed and dated)
  - Residential Site Plan prepared by an engineer – checklist must be reviewed and completed with permit. Tier 2 requirements for all new construction on undeveloped lots.
  - 2 sets of building plans, no larger than 11x17, or Pdf
  - Erosion control in place and maintained during construction – permits will not be issued until an initial inspection of the site is conducted and required controls are in place.
  - Energy audit
5. **Required Inspections:** the yellow inspection sheet must be displayed in a conspicuous place on the job
  - **Footings** - must be inspected prior to being poured.
  - **Underslab plumbing** - must be inspected prior to backfilling trenches.
  - **Water & Sewer connections**
  - **Electric & Gas Service**
  - **Rough in** - inspection of rough plumbing, electrical, mechanical and framing must be done prior to the installation of insulation or drywall.
  - **Sidewalks** - must be installed according to Chapter 136.07 WB Code of Ordinances.
  - **Final** – final inspection must be passed before a certificate of occupancy will be issued. All inspection fees must be paid prior to issuance of Certificate of Occupancy.
6. **Contact the Zoning Administrator / Building Inspector at 319-330-9806 at least 48 hours in advance of an inspection request.**