

# Attention West Branch Residents

The City of West Branch adopted the 2015 Building Code and the 2020 Electrical Code. Building permits are required for anyone who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure. This is also in effect for anyone who wishes to erect, install, enlarge, alter repair, move, convert or replace any electrical, gas, mechanical or plumbing system.

This shall include, but not limited to:

Decks	Commercial remodels and additions
Porches or porch supports	Commercial Building
Screen Porches/Covered porches	Commercial Roofing
Room additions	Commercial Siding
Interior remodels	Pole Buildings
Pergola	Fences
Storage Sheds	Swimming Pools
Garages (attached or detached)	Signs
Single Family Dwellings	Basement Remodel
Duplexes	Egress Windows
Zero Lot Lines	S.F.D roof where 50% of sheathing is removed
Multi-family Dwellings	Retaining walls over 4Ft High

- A building permit shall be applied for prior to commencement of work.
- A building permit shall include an accurate set of building plans drawn to scale (1/4 /ft.)
- A building permit shall be picked up, paid for and approved **prior** to starting project.
- Anyone performing work without an approved permit shall be subject to an additional fee equal to half the original permit fee.
- Any person working without a permit shall be issued a stop work order which must be brought to the City Office when applying for a permit.
- Each building permit has required inspections which must be performed prior to any cover up, if inspector is not called for inspections and cover up is complete, the owner and/or contractor will be required to uncover work for inspection.
- All inspections must pass inspection before work can continue to next phase.
- Every single-family dwelling, duplex, multi-family and commercial/industrial building must pass a final inspection prior to occupancy of the building.
- Any building occupied prior to passing final inspection the owner and/or contractor may be fined as per stated in the City of West Branch City Code.
- Projects which do not require a Certificate of Occupancy shall have a final inspection prior to use of structure. Failure to call for an inspection and/or failure to pass the final inspection prior to use may result in a civil penalty per the City of West Branch City Code.
- After passing a final inspection of S.F.D, Duplexes, multi-family dwellings, commercial/industrial a Certificate of Occupancy shall be issued to the owner and structure will be allowed to be occupied.

Residential and Commercial Building Permit Applications can be found on the city website or at the City Office. For question regarding this notice or the City of West Branch's Building Code, please call: Terry Goerdt, Building Official at 319-330-9806.