



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: _____

Zoning: ☐ R-1 ☐ R-2

Applicant Name: _____

Applicant Address: _____

Phone: _____ **Email:** _____

Total Square Footage(finished) _____

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 Contractor _____ **Phone** _____

Mailing Address _____ **Email** _____

Subcontractors who will also perform work on this project:

Electrical Contractor _____

Address _____ **Lic#** _____ **Phone** _____

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: permits@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.
 - ☐ 1 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 sheets must be displayed in a conspicuous place on the jobsite
 - **Footings** - must be inspected prior to being poured.
 - **Under slab 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 West Branch 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.**