



City of Sergeant Bluff

401 4th Street PO Box 703
Sergeant Bluff, IA 51054
(712) 943-9617 office
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REQUIREMENTS FOR PERMIT ISSUANCE

(BASEMENT BUILD-OUT)

1. Two sets of blue prints – Both sets will be marked-up for plan review after which time one set will be returned to you. Blue prints must include a floor-plan. (PRINTS MUST BE SCALED, HOWEVER THEY MAY BE HAND-DRAWN)
2. A completed permit application.

That's it. Occasionally there may be a few other requirements, but the above mentioned items are all you need to get your permit. You can pick up a permit application at either City Hall or the Inspections Office at the Utilities Building just off Sergeant Square Drive between Pioneer Cabinetry and Day's Door. When you get everything put together, just drop it off at either location. A permit can be issued right away.