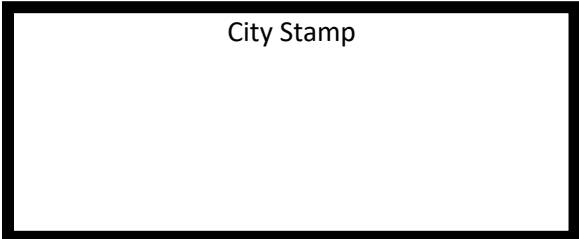




City of Sergeant Bluff  
 401 4<sup>th</sup> St, PO Box 703  
 Sergeant Bluff, IA 51054  
 712-943-4244  
 Fax 712-943-2106



**BUILDING/ADDITION PERMIT**

THIS PERMIT WILL BE ISSUED CONTINGENT UPON THE APPROVAL OF SPECIFICATIONS AS REQUIRED WITH ALL PERTINENT SECTIONS OF THE SERGEANT BLUFF MUNICIPAL OR ZONING CODES PERTAINING TO THE PROJECT REQUESTED ON THIS APPLICATION FORM. A COMPLETE APPLICATION FORM IS REQUIRED FOR APPROVAL AND CONSISTS OF 1) THE APPLICATION FORM FILLED OUT COMPLETELY; 2) FULL PAYMENT OF ASSOCIATED FEES PRIOR TO RECEIVING PERMIT; 3) ADEQUATE DRAWING (SITE PLAN) TO INCLUDE SCALE USED FOR PROJECT. ALL APPLICABLE INSPECTIONS WILL FOLLOW ON THE PERMIT FORM. TO CLOSE OUT THE BUILDING PERMIT A FINAL INSPECTION SHALL BE CONDUCTED.

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_

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

Applicant Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Are you the Contractor:  Yes  No Are you the property Owner:  Yes  No

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

**\*\*If not the property owner, you must be registered with the State of Iowa as a Contractor\*\***

Contractor Name: \_\_\_\_\_ Contractor Iowa Registration No. \_\_\_\_\_

Type of Improvement:  New Building  Addition  Alteration/Repair  Other: \_\_\_\_\_

Describe Proposed Project: \_\_\_\_\_

Overall Cost of Project: \$ \_\_\_\_\_ Number of Stories \_\_\_\_\_

Required permits applied for:  Building  Plumbing  Electrical  Furnace/HVAC  Other \_\_\_\_\_

**Please list all subcontractors (if applicable):**

Building \_\_\_\_\_ Furnace \_\_\_\_\_

Plumbing \_\_\_\_\_ Others \_\_\_\_\_

Electrical \_\_\_\_\_

Zoning Area \_\_\_\_\_ Use of project \_\_\_\_\_

Type of Construction \_\_\_\_\_

Height of structure measured from finished grade to highest point \_\_\_\_\_

Elevation above curb to top of foundation \_\_\_\_\_ (2 ½ foot minimum on new residential)

Distance from lot lines: Front \_\_\_\_\_ Rear \_\_\_\_\_  
 Side \_\_\_\_\_ Side \_\_\_\_\_  
 Corner Lot – distance from street side \_\_\_\_\_

Square Footage of: Main Floor \_\_\_\_\_ Second Floor \_\_\_\_\_  
 Garage \_\_\_\_\_ Basement \_\_\_\_\_  
 Other \_\_\_\_\_

SWPPP Required: \_\_\_\_\_ Y \_\_\_\_\_ N (see item no. 14 below for explanation)

**This application must be accompanied by a full set of applicable plans. Hand drawn plans may be accepted if done to scale.** The following will be required if applicable to the project on permit application form:

1) Site plan; 2) Floor plan; 3) Elevations; 4) Footing/Foundation/Wall sections; 5) Grading plan (show drainage); 6) **RES-Check or COM-Check** – mandatory enforcement of energy code requirements. (Exceptions to these requirements may apply to simple remodels, decks, sprinkler systems, etc. call the Inspection Services Department if unsure).

Please read items 1 – 14 below for supplemental information needed for approval of this permit application:

1. Said applicant shall submit a drawing of the lot (minimum 8 ½ X 11 paper), depicting existing buildings, and proposed construction giving lot dimensions, buildings, and the distance proposed buildings will be from all lot lines.
2. This building permit is voided 180 days from its issuance date if project has not begun.
3. This building permit is voided if work relating to the project has been stopped for 180 days; a request for an extension may be submitted in writing to City Hall. Extensions can be approved for 180 days up to two times.
4. City Hall must be notified before any taps into water & sewer mains are made. **All taps must be approved by the Maintenance Superintendent.**
5. It shall be the contractor/owner's responsibility to keep all construction sites cleaned daily during new or remodeling process of construction. Violations will be cited.
6. **All utilities are underground, contact Iowa One Call at 811 or 800-292-8989 two business days prior to beginning any digging for project.**
7. EPA and DNR sediment and erosion control requirements are strictly enforced; requirements will be provided for all new construction. Contact Dan Hospers (712-203-0208) to schedule inspections of erosion control measures.
8. Mud and debris must be cleaned off streets daily.
9. Grinding of curbs or driveways is mandatory. No cutting is allowed.
10. No burning of construction materials is allowed.
11. Eaves, cornices, and similar features may extend one foot into required yard space except that eaves may encroach three feet into a yard space when such yard space is ten feet or more in width.
12. No structure or vegetation except for grasses shall be constructed or planted within the limits of any easement; call the Inspection Services Department for information of easement requirements on owner's property.
13. Contact the Postmaster before installing mailbox(es).
14. **Your construction may be subject to additional private requirements (covenants). The City does not maintain or enforce restrictive covenants, plat requirements or deed restrictions. Property owners are cautioned to check for private covenants, restrictions and other requirements before construction. To find out if your property is subject to any such requirements, property owners should check records on file with the Woodbury County Recorder's office (712-279-6528).**

I hereby apply for a building permit as described herein and as drawn on all attached drawings submitted with this application. I further state that the said construction will be in accordance with this application and in compliance with the Sergeant Bluff, Iowa Municipal and Zoning Codes and Items 1-14 as applicable for this permit application. I also hereby authorize Utility Service for the above address to be put into my name and I understand that I am responsible for any cost that arises from this Utility Service until Utility Service gets transferred to the rightful owner of the property.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Permit Application:** Approved \_\_\_\_\_ Denied \_\_\_\_\_

**Signature of Inspection Services Department** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit No.** \_\_\_\_\_ **Issuance Date:** \_\_\_\_\_ **Fee Amount \$** \_\_\_\_\_