



REQUIREMENTS FOR PERMIT ISSUANCE FOR NEW RESIDENTIAL DWELLINGS

1. To obtain a permit, there shall be a building application submitted either through hard copy turned in at City Hall or through an online application found on the City webpage found at the following link: <https://cityofsergeantbluff.com/government/building-inspector/> the application shall be filled out completely.
2. **Validity of permit.** The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of City Municipal Codes, City Zoning Codes or adopted Codes.
3. **Expiration.** Every permit issued shall become invalid unless the work authorized by such permit is commenced with 180 days after the issuance of the permit, or if work authorized by such permit is suspended or abandoned for a period of 180 days after the time work has commenced.
4. **Suspension or revocation.** The building official is authorized to suspend or revoke a permit issued wherever the permit is issued in error or on a basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation of the City Municipal Codes, Zoning Codes or adopted Codes.
5. **Construction Documents.** Submitted documents consisting of construction documents, and other data shall be submitted in two or more sets with each application for a permit. Submitted documents may be submitted electronically. Submitted documents shall be drawn upon suitable material, documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of all current Codes. At a minimum the following are required documents to be submitted with the application:
 - a. Provide a Site Plan – drawing of the lot showing the placement of the house on the lot with setbacks marked.
 - b. Floor Plan – showing layout and dimensions of each level of the home.
 - c. Elevations – drawing depicting elevations of the front, sides and rear of the house to be built.
 - d. Footing/Foundation/Wall Sectional Drawing – a cross section drawing showing the footing dimensions, foundation wall dimensions, wall materials with dimensions and any other pertinent information.
 - e. Grading Plan – drawing showing the drainage plan to include any storm water detention areas.
 - f. REScheck or COMcheck – mandatory enforcement of energy code requirements.
6. **Inspections.** For on-site construction, from time to time the Inspection Services Department, upon notification from the permit holder or their agent, shall make or cause to be made any necessary inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or their agent wherein the same fails to comply with the current Codes. Required inspections can be found on the issued permit form.
7. **Inspection Requests.** It shall be the duty of the permit holder or their agent to notify the Inspection Services Department that such work is ready for inspection. It shall be the duty of the person requesting any inspections required to provide access to and means for inspection of such work.
8. **Issuance of Certificate of Occupancy.** A building or structure shall not be used or occupied, and a change in existing use or occupancy classification of a building or structure or portion thereof shall not be made, until the building official has issued a certificate of occupancy. A certificate of occupancy shall not be construed as an approval of a violation of the current City Codes or adopted Codes.

If there are any questions or concerns with the application process or assistance is needed please contact the Inspection Services Department through the information below.

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