



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

(NEW HOUSE)

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 basement/foundation plan, a floor-plan for each floor above grade, a roof plan (above view of the roof), and an elevation for each side of the building. (PRINTS MUST BE SCALED)
2. A site plan – A drawing of the lot, showing the placement of the house on the lot with the set-backs marked. (Site plan can be hand-drawn and does not need to be exactly to scale)
3. A standard cross section – A cross section drawing showing the footing dimensions, foundation wall showing dimensions, backfill line, sill plate, rim/floor joists with dimensions, floor sheathing, wall materials with dimensions, wall sheathing, house wrap, siding type, roof structure with dimensions, soffit layout, roof sheathing, shingle type, roof venting. (May be hand-drawn)
4. A completed permit application.
5. Paperwork from the Inspections Office pertaining to the Storm Water Pollution Prevention Program (SWPPP). Contractors must sign paperwork stating that they shall be responsible for all the ground-disturbing activities that take place on the lot.
6. Builders constructing in Kingston Meadows are required to fill out additional paper work in the Inspections Office. Forms are available that you ***MUST*** sign, stating that you WILL provide a Certified Land Surveyors report, upon completion of your project, stating that the final grade is acceptably compatible with the final grade plan for the development. (If final grades are not proper, it could mean that everyone in the development would be required to purchase flood insurance.)

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.