

For City Hall Use Only – Revised 9-5-17

Date Filed: _____

Received By: _____

Fee Paid: \$ _____

City of Emmetsburg, Iowa

Application for Building Permit

PLEASE ALLOW UP TO TEN (10) DAYS FOR THIS APPLICATION TO BE PROCESSED!

ALL LINES ON THIS APPLICATION NEED TO BE COMPLETED OR THIS FORM WILL NOT BE ACCEPTED.

Prior to completing this application, you are encouraged to determine whether or not the subject property is located within ROCKPORT ADDITION, within a FLOOD PLAIN or within the city's FIRE DISTRICT. Properties within these districts are subject to additional regulations and require the completion of special applications. City staff will be happy to assist you in determining the need for these special applications.

An applicant building within Rockport Addition needs to obtain written approval from the Developer prior to submitting a building permit application.

1) Name of Property Owner(s): _____

2) Contractor performing proposed improvements: _____

3) Telephone numbers at which applicant may be reached should the building inspector have questions concerning this application:

Daytime Phone: _____

Nighttime Phone: _____

4) Location of Proposed Improvement:

a) Street Address: _____

b) Legal Description: Lot(s) _____ of Block _____, of the
_____ Addition to Emmetsburg.

(If the description of the subject property is too lengthy for the space provided, please attach the description on a separate sheet.)

5) Dimension of Lot(s): a) _____ ft. N. to S. by _____ ft. E. to W.

b) Size (Area) of Lot(s): _____ sq. ft.

6) Description of Proposed Improvement: _____

7) Size of Proposed Structure: _____ feet by _____ feet, totaling _____ sq. ft.

(Proposed improvements need to be staked out before inspection will be performed)

8) Distance Proposed Improvement will be from:

a) Front Property Line: _____ ft.

b) Rear Property Line: _____ ft.

c) Side (Right) Property Line: _____ ft.

d) Side (Left) Property Line: _____ ft.

9) Height of Proposed Improvement (from ground level to improvement's highest point). _____ ft.

10) Average or Approximate Depth of Foundation: _____ ft.

11) Present Use of Property (see instructions): _____

12) Proposed Use of Property (see instructions): _____

13) Current Zoning Classification of Subject Property: (ie: C-2 Highway Commercial, R-1 Single-Family Residential, etc.) _____
(If unknown, City staff will assist you in making this determination.)

14) Est. Cost of Improvements Covered by this Application: \$ _____

15) Law requires that **IOWA ONE CALL** be notified. Before the Building Inspector can approve the building permit, all utilities must have their services located and marked. Iowa One Call requires **at least 48 hours** advanced notice.

Date _____ **Called: 1-800-292-8989**

16) If utility service(s) will be needed during or after construction, has Emmetsburg Municipal Utilities been contacted? Yes _____ No _____.

17) If making this improvement will involve excavating a street and/or alley, or other public property, an **excavation permit** must be obtained prior to this building permit application being approved. Excavation permit applications are available at City Hall or online at Emmetsburg.com.

18) If the proposed improvement will involve the construction of a driveway on public property (in most cases, public property extends 33 feet each way from the center of

a street), a **driveway permit** must be obtained before this building permit application is processed. Driveway permit applications are available at City Hall or online at Emmetsburg.com.

19) If any portion of the improvement will be located within a flood plain, a **flood plain permit** must be obtained before this building permit application is processed. Flood plain maps and permit applications are available at the office of the City Clerk.

20) If the proposed improvement is located in the City's fire district, a **fire district permit** must be obtained before this building permit application is processed. Fire district maps and permit applications are available at City Hall or online at Emmetsburg.com.

21) Your improvement **may be** eligible for a **property tax abatement**. You are encouraged to inquire about this or other possible incentives at the office of the City Clerk.

22) Building permits expire **12 months** following the date the application is submitted to City Hall. All improvements must be completed prior to this expiration date or a new permit must be issued.

23) **Inspections:** Permittee is required to contact City Hall at 712-852-4030 to arrange for a first inspection once the improvement is staked out but before any excavation begins. **Permittee must also arrange for a second inspection before pouring the foundation for or beginning construction of the improvement.**

24) By affixing his/her signature below, applicant certifies that all of the information provided in this application is accurate to the best of his/her knowledge, and agrees to the terms of the following Hold Harmless Agreement:

I hereby state that the City of Emmetsburg will be held harmless from any and all damages claimed by reason of negligence, incompetence or omission on the part of such person in the performance of their work, the same to include, but not limited to, careless guarding of excavations made by them or failure to restore all public properties to as good or better a condition as they were prior to the work being done, or for any damages growing out of the negligence or carelessness of any person involved in the excavation or the guarding or restoring of the same.

Signature of Property Owner

Date of Submission

Instructions

#4(b) Legal Description. A property description can be as simple as “*Lots 5 & 6, Block 54, Call’s Addition*”, while others are described in meets and bounds and are very lengthy. This information can be found on your abstract, or may be obtained at the Palo Alto County Court House.

#5 Dimensions of Lot(s). Example: a) 132’ N. to S. by 66’ E. to W.
b) 132 x 66 = 8,712 sq. ft.

#8 Distance from Property Lines: In order to determine the actual location of your property lines, it may be necessary to have your property surveyed. In most cases, the City’s street rights-of-way are 66’ wide. Therefore, private property lines are 33’ back from the center of most streets.

#11 Present Use of Property: How is the subject property being used at the time of the application? Examples could include *agricultural, professional offices, multi-family dwelling, etc.*

#12 Proposed Use of Property: How will the subject property be used after the improvement is made? Examples could include *automotive repair, retail sales, etc.*

Building Permit Fee: The fee for a building permit is either \$50.00 (minimum fee) or \$.08 per square foot on the ground level, including attached garage, whichever is greater. (Example #1: 1,600 sq. ft., single-story home with attached 26’ by 30’ garage = \$190.40. Example #2: 24’ by 14’ addition to an existing home = \$26.88; fee would be minimum of \$50.00)

Building Inspector Checklist

- 1) Have all applicable permits for the proposed improvement been obtained?
 - A: Fire District Permit: Yes () No () N/A ()
 - B: Flood Plain Permit: Yes () No () N/A ()
 - C: Excavation Permit: Yes () No () N/A ()
 - D: Driveway Permit: Yes () No () N/A ()
- 2) Is the proposed use a *permitted use* in the zoning district? Yes () No ()
- 3) If the answer to #2 above is “No”, is the proposed use a *special exception* use in the zoning district? Yes () No ()
- 4) If the answer to #3 above is “Yes”, does the applicant wish to request a special exception use permit at a meeting before the Board of Adjustment? Yes () No ()
- 5) Will the applicant need a variance to complete the improvements as proposed? Yes () No () N/A ()
- 6) If the answer to #5 above is “Yes”, list the nature of the variance(s) needed below:

BUILDING INSPECTOR SIGN OFF SHEET

- Building Permit Granted by _____ . Date: _____
Building Inspector
- First Inspection Completed and Approval to Proceed Granted by _____ . Date: _____
Building Inspector
- Second Inspection Completed and Approval to Proceed Granted by _____ . Date: _____
Building Inspector
- Application Denied: _____ . Date: _____
Building Inspector

Basis for Denial: _____

Property owner has be notified on status of permit.
Called on _____