

For City Hall Use Only – 5-19-2026

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**

**APPLICATION MUST BE FILLED OUT COMPLETELY IN ORDER TO 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: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

4) Location of Proposed Improvement:

a) Street Address: \_\_\_\_\_

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

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) **Gas Meter Location Guidelines** – Property owner understands and agrees to adhere to all requirements as set forth by Emmetsburg Municipal Utilities.

18) 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.

19) 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.

20) 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.

21) 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.

22) 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.

23) 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.

24) **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.**

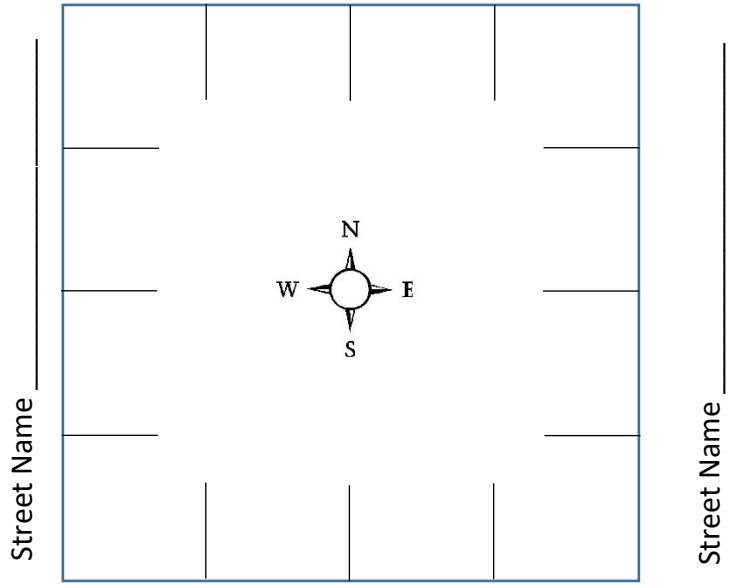
25) By affixing his/her signature below, applicant certifies that all of the information provided in this application is accurate to the best of his/her knowledge, and agrees to the terms of the following Hold Harmless Agreement:

***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

Street Name \_\_\_\_\_



Place an "X" on your lot in this box →

Street Name \_\_\_\_\_

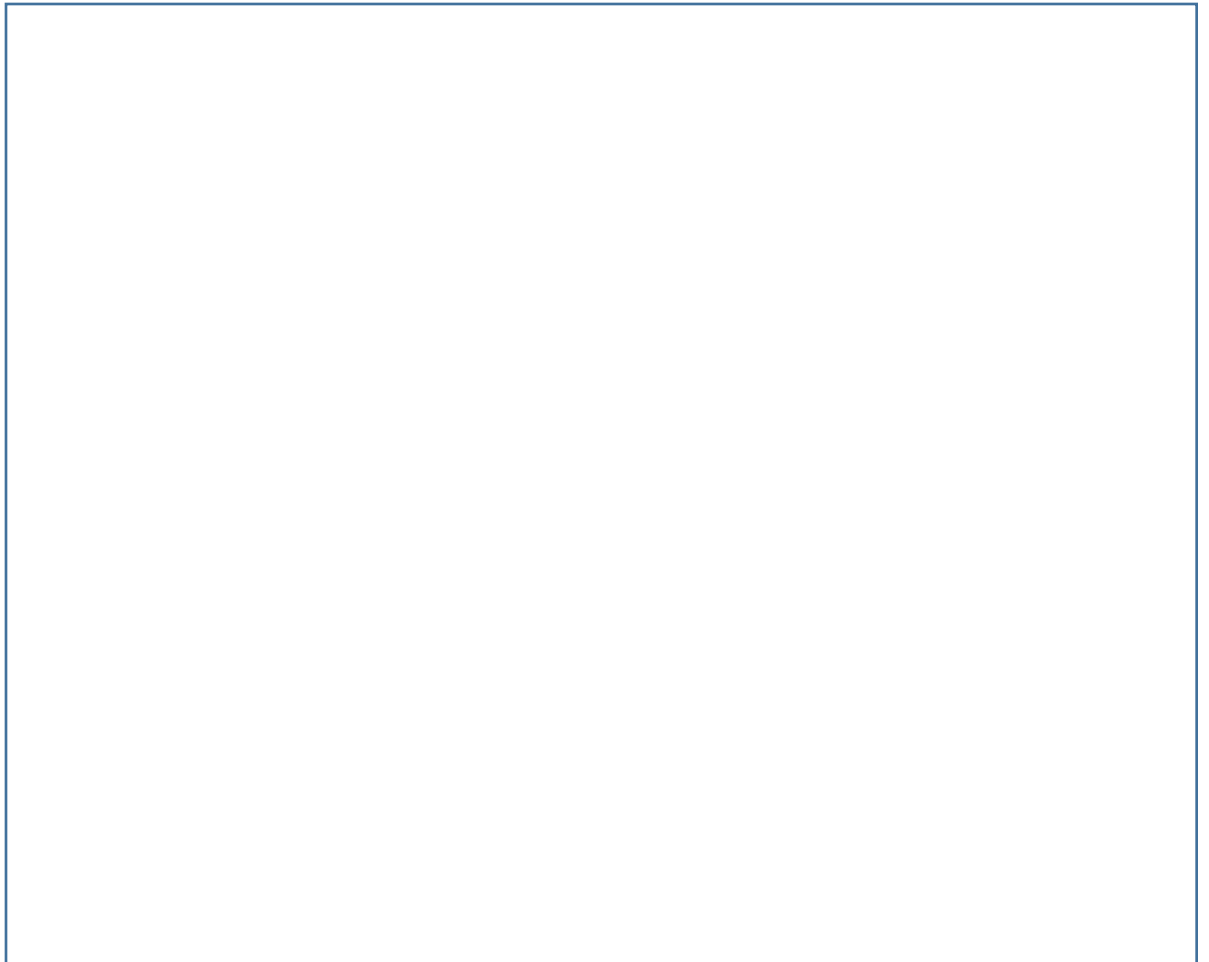
Lot Width \_\_\_\_\_ Ft.

Sketch **existing** structures with solid line.

Sketch **proposed** structures or fence with a dotted line.

Place distances from lot lines to structures.

Lot Depth \_\_\_\_\_ Ft.



Street Name \_\_\_\_\_  
(front of house)

# IMPORTANT INFORMATION FOR CONSTRUCTION & NEW GAS SERVICE

## CUSTOMER RESPONSIBILITIES

- Complete and sign EMU new service application.
- Before you start digging, call 811 or your Iowa's one-call utility notification service.
- Locate and mark private facilities including, but not limited to, sprinkler or irrigation systems, gas grill or LP lines, invisible dog fences and any buried cables or wires; plumbing, septic, sewer, drain lines or drain fields installed by the current or previous homeowners.
- Contact Emmetsburg Municipal Utilities to have the location of the new gas service and meter approved.
- Have foundation backfilled to final grade.
- Ensure the lot is within four inches of final grade.
- Contract the City of Emmetsburg to perform an inspection and ask that they notify Emmetsburg Municipal Utilities when complete.
- Ensure that the route for the service is free and clear of all building materials and other obstructions.
- Once Emmetsburg Municipal Utilities is notified that all conditions have been met, utility service installation will be scheduled.

**If the above criteria are not met, installation will be delayed.**

If you prefer to meet on-site to review any details, please call the Emmetsburg Municipal Utilities at 712-852-2550.



**EMU**  
EMMETSBURG  
MUNICIPAL UTILITIES  
GAS | WATER | SEWER

**2021 MAIN STREET  
712-852-2550**

## METER LOCATION GUIDELINES

### GAS METERS SHALL NOT BE LOCATED:

- In any enclosure
- Under decks or porches
- Under stairways or overhangs, unless there is at least six feet clearance
- Within three feet of an air conditional or source of ignition
- Within three feet of any equipment or landscaping that may interfere with maintenance, reading and access to the meter
- Within three horizontal feet of any building intake (doors, windows, fresh air intake, etc.), fireplace vent, or exhaust vent

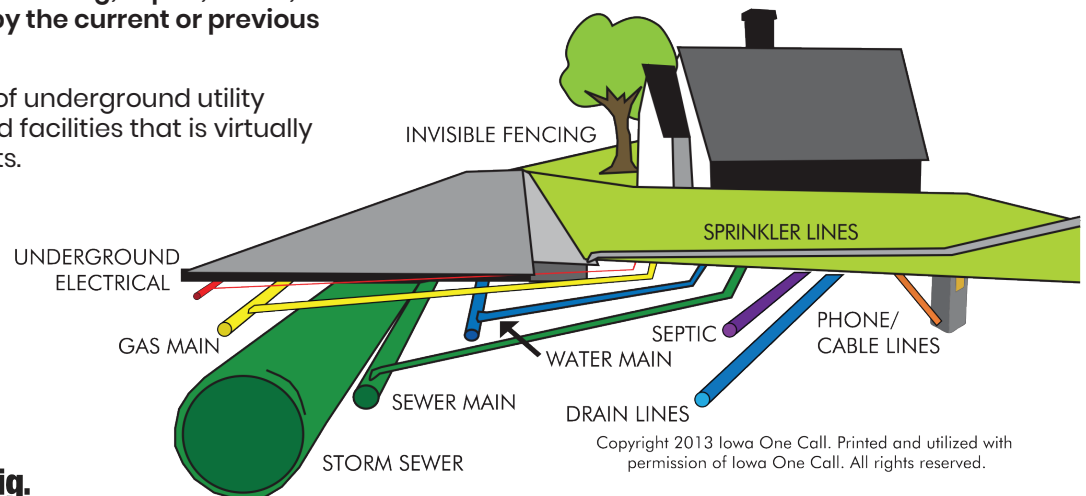
## IMPORTANT!

**It is the customer's responsibility to locate and mark facilities including, but not limited to, sprinkler or irrigation systems, gas grill or LP lines, invisible dog fences and any buried cables or wires; plumbing, septic, sewer, drain lines or drain fields installed by the current or previous homeowners.**

There is a complex web of underground utility lines and privately owned facilities that is virtually invisible to most residents.



**Know what's below.  
Call before you dig.**



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## 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 ( )
E:	Gas Dept Contacted	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: \_\_\_\_\_
- \_\_\_\_\_

## EMMETSBURG MUNICIPAL UTILITY SIGN OFF

- Gas Department –      Approved       Denied   
\_\_\_\_\_  
Gas Department Foreman/Technician      Date \_\_\_\_\_
- Water Department –      Approved       Denied   
\_\_\_\_\_  
Water Department Foreman/Technician      Date \_\_\_\_\_
- Sewer Department –      Approved       Denied   
\_\_\_\_\_  
Sewer Department Foreman/Technician      Date \_\_\_\_\_

Property owner has be notified on status of permit.  
Called on \_\_\_\_\_