

CONSTRUCTION PERMIT APPLICATION GUIDELINES

- A. Submit permit to the City Clerk's office timely – before construction begins.
- B. Complete Sections A, B, C, -(Section A items 1,2,3 & 4 must be completed in full before utility inspection).
- C. Copy of set back requirements for the zoning area that applies to your permit is included with your permit.
- D. Application for utility services, when applicable, is included with this application. Submit all payments necessary, with this application.
- E. Three inspections are made to complete this application.
 - 1. Utility inspection by Utility Superintendent.
 - 2. Initial on site inspection by Building Administrator.
 - 3. Final inspection by Building Administrator.
- E. After all three inspections are completed and approved the City Clerk will send a signed copy of your Construction Permit Application to the applicant.
- F. If permit is denied, applicant can apply for a variance from the Winfield Board of Adjustment.

If building improvements total 10% or more of your property valuation from the Henry County Assessor's Office, don't forget to complete a tax abatement application and present it to the City Clerk. This abatement form must also have city council approval.

DON'T FORGET ----- ONE CALL MUST BE NOTIFIED BEFORE ANY DIGGING IS STARTED

1-800-292-8989

CONSTRUCTION PERMIT APPLICATION

SECTION A

This permit and \$20.00 is to be filed with the City Clerk. Checks & money orders should be made payable to City of Winfield.

Date _____ Amount _____ Check Number _____

Date _____ 20 _____ Permit Number _____

TITLEHOLDERS NAME _____

ADDRESS (Street, P.O. Box, City & State)

CONTACT TELEPHONE # _____ Home _____ Work _____

UTILITIES SERVICE REQUESTED FROM THE CITY OF WINFIELD:

() Natural Gas ___ New Service ___ Extended Service ___ No Service

() Water ___ New Service ___ Extended Service ___ No Service

() Sewer ___ New Service ___ Extended Service ___ No Service

Connect charge for Residential Sewer is \$35.00, Commercial is \$100.00.

Date _____ Paid _____

Electric service is provided by Alliant/IES, telephone is GTE, cable is NEWPATH.

CONSTRUCTION LOCATION:

Street address _____

Lot number (s) _____ Block number (s) _____

Subdivision _____ Zoning district _____

Completion date _____, 20____.

YOU WILL NEED TO SUPPLY THE FOLLOWING INFORMATION:

1. Location of the lot corners, they need to be physically marked.
2. The proposed construction on graph paper, sketch in relation to your lot lines.
FRONT, SIDES & REAR SET BACK DISTANCES.
3. By sketch, the current drainage from the lot(s) and how the construction will or will not affect the points of runoff.
4. Entrance points of sewer, water & gas to proposed building. Please complete 2,3 & 4 on the graph paper included.

SECTION B

PURPOSE OF BUILDING _____

TYPE OF CONSTRUCTION _____ Height Ft. _____

Wood frame _____ Steel _____ Concrete block _____ Brick _____ Other _____

FOUNDATION: Basement _____ Perimeter wall below frost line / pad. _____

Poured concrete _____ Concrete block _____ Trenched Concrete _____

LOT(S) SIZE _____

CONSTRUCTION DIMENSIONS _____

CLOSEST POINT OF CONSTRUCTION TO LOT LINES: (Foundation walls)

Front _____ Side _____ Side _____ Side _____ Rear _____

DOES APPLICANT HOLD TITLE TO THIS PROPERTY? ()YES ()NO

If NO, please explain: _____

SIGNATURE OF APPLICANT _____ DATE _____

=====
=====

TO BE COMPLETED BY BUILDING ADMINISTRATOR AND UTILITY DEPARTMENT.

SECTION C

1. UTILITY – INSPECTION OF SEWER CONNECTION TO CITY SEWER.
Weep tile, basement tile and down spouts cannot be connected to City Sewer.
Drainage placement of sump pumps. This inspection is required before covering.

2. MAP – Shows distance and depth of connections for gas, water and sewer.

GAS ()YES ()NO COMMENTS _____

WATER ()YES ()NO COMMENTS _____

SEWER ()YES ()NO COMMENTS _____

UTILITY INSPECTOR _____ DATE _____

SECTION D

BUILDING ADMINISTRATOR – Initial site inspection:

Lot lines located? ()YES ()NO Comments _____

Corner stakes located? ()YES ()NO Comments _____

SET BACK REQUIREMENTS CORRECT?

Owner-Measurements	Building Inspector-Complete
FRONT _____	_____ ()Yes ()No
SIDE _____	_____ ()Yes ()No
SIDE _____	_____ ()Yes ()No
SIDE _____	_____ ()Yes ()No
REAR _____	_____ ()Yes ()No

INITIAL INSPECTOR _____ DATE _____

A BUILDING PERMIT IS HEREBY:

() GRANTED

() DENIED If denied, please explain: _____

DATE _____

BUILDING ADMINISTRATOR _____ DATE _____

SECTION E

FINAL INSPECTION BY BUILDING ADMINISTRATOR:

After forms are set and PRIOR to concrete being poured.

Lot lines located? ()YES ()NO Comments _____

Corner stakes located? ()YES ()NO Comments _____

SET BACK REQUIREMENTS CORRECT?

FRONT _____	()YES	()NO
SIDE _____	()YES	()NO
SIDE _____	()YES	()NO
SIDE _____	()YES	()NO
REAR _____	()YES	()NO

FINAL INSPECTOR _____ DATE _____

SECTION F

APPEALED TO THE BOARD OF ADJUSTMENT _____

Date

ACTION _____

BOARD OF ADJUSTMENT _____ DATE _____

SECTION G

All multiple – unit residential buildings & single family dwellings which are constructed (after July 1, 1991) shall include the installation of smoke detectors meeting the Iowa Code. (Rule 66105.806 (100) and rule 661-5.807 (100)).

Copies of the complete ruling are available at the City Office, 177 S. Locust, Winfield, Iowa. 319-257-6661.

SECTION H

FENCE REQUIREMENTS

Zoning Classification _____

Type of Fence:

- a. Ornamental _____
- b. Chain Link _____
- c. Division _____
- d. Line _____
- e. Underground Electrical _____
- f. Aboveground Electrical _____
- g. Barbed wire _____

HEIGHT

Front ()YES ()NO
 REAR ()YES ()NO

A FENCE PERMIT IS HEREBY :

()GRANTED

()DENIED

DATE _____

REASON FOR DENIAL _____

BUILDING INSPECTOR _____

DATE _____