

BUILDING PERMIT APPLICATION



City of Le Mars
Building Department
40 Central Avenue SE
Le Mars, IA 51031
Phone #: 712-548-4972
Fax #: 712-548-4976
lbernhardt@lemarsiowa.com

Luke Bernhardt – Code Enforcement Officer
David Schipper – Fire Chief

READ

Contractor,

I realize that contractors do work in other communities and requirements, as far as the code is concerned, may differ from community to community. I have listed below some particular items that the City of Le Mars requires and looks for during our inspections. Some of the items are repeated on other pages in this packet but inevitably something gets overlooked and can be expensive to make right.

Lucas Bernhardt
Code Enforcement Officer

- Address must be posted on the job site during construction in case of an emergency.
- Footings are to be continuous. Stepped footings are to be used were required.
- Le Mars does not do electrical inspections. The electrician must contact the State of Iowa before the job begins. All electrical work is inspected by the State of Iowa.
- Water service lines will be installed with tracer wire from the top of the shut-off valve (located near the property line) into the house.
- Garage floor drains are not to be tied into the sanitary sewer.
- If there is a sump pump pit, there must be permanent piping to the outside. Sump pumps cannot be discharged into the sanitary sewer.
- “Dual Sensor Smoke Detectors” are required.
- “Hurricane Clips” are required on all rafters.
- If using an engineered manufactured floor I-Joist (TJI) or Truss style floor joist, the underside (basement ceiling) of this joist **MUST** be protected with ½” sheetrock.
- Water pumps, filters, softeners, tanks and all other appliances and devices that handle or treat potable water shall be protected against backflow contamination.
- Water softeners shall have no physical connection to the sanitary sewer. Air gap or back-flow preventer needs to be in place.
- Carbon Monoxide Alarms are required outside Each sleeping area of each floor in the immediate vicinity of the sleeping area, if there is an attached garage with an entrance into the home or there is a fuel fired appliance within the home. Carbon Monoxide Alarms shall be hard wired to the electrical system of the home, with battery backup meeting UL 2034. Combination Carbon Monoxide/Smoke Alarms are acceptable and shall comply with UL 2034 and UL 217.
- In-ground swimming pools DO require a building permit.

Inspections are to be scheduled 24 hrs. in advance.

A Final Inspection completed and Certificate of Occupancy issued before any personal belongings are moved into the house. A \$500 fine may be charged to the home owner for non-compliance with this requirement.

- A. Construction Contractors are required by Iowa law to register every two years with the Iowa Workforce Development (IWD).

**Iowa
Workforce
Development**

Iowa Workforce Development
1000 East Grand Avenue
Des Moines, Iowa 50319-0209
Telephone: (515) 281-5387 or (800) JOB-IOWA
www.iowaworkforce.org/labor/contractor

B. CODES

The City of Le Mars currently enforces the following building codes:

International Codes:

1. 2015 International Building Code
2. 2015 International Residential Code
3. State Plumbing Code, 641 – Chapter 25
4. 2015 International Mechanical Code
5. State Fuel Gas Code
6. 2017 National Electrical Code – with State of Iowa changes
7. 2015 International Existing Building Code
8. 2015 International Fire Code
9. 2015 International Energy Conservation Code

C. CITY OF LE MARS DESIGN REQUIREMENTS*

Design Wind Speed:	90 mph
Ground Snow Load:	35 psf
Seismic Zone:	1
Frost Line Depth:	42 inches

* No reductions are allowed

D. ADDITIONAL INFORMATION:

- ✓ A minimum of 3 business days is required for plan review.
- ✓ When the plans are approved, the applicant will be notified and the permit can be picked up at City Hall.
- ✓ A set of plans, truss engineering, energy conservation information, and other important information are to be available at the job site at all times.
- ✓ The building must not be occupied until a FINAL INSPECTION has been completed.
- ✓ The address of the property must be displayed on the job site during the duration of construction in case of emergencies.

Homeowners and Contractors please read this packet! It is cheaper to address questions now before they become mistakes later.

Residential Guidelines

Homeowners and Contractors please read this packet! It is cheaper to address questions now before they become mistakes later.

► Provide the following information when applying for a building permit:

□ **SITE PLAN** – Submit an accurate site plan and include the following:

- √ Location of lot pins, property lines, and dimensions of the lot.
- √ Proposed structure with the distance from the structure to the property lines and other structures on the property.
- √ Location of overhead and underground utilities, easements, alleys, etc.
- √ Driveways, approaches, sidewalks and required parking.
- √ Indicate site drainage.

□ **BUILDING PLANS** – One complete set of plans and specifications is required when applying for a permit.

- √ **SIZE INFORMATION:** (sizes in square feet)
 - Finished area of the basement, first floor and second floor.
 - Unfinished area of basement.
 - Size of garage.
 - Decks, porches, screened porches, etc.
- √ **FOUNDATION/BASEMENT PLAN:**
 - All footing locations and sizes including decks, porches, etc.
 - Stepped footings (if required). **Footing is to be continuous.**
 - Room dimensions and overall dimensions. Label all rooms.
 - Window sizes and locations.
 - Door sizes and locations.
 - Smoke detector location.
- √ **FLOOR PLANS:**
 - Room dimensions and overall dimensions. Label all rooms.
 - Window sizes and locations.
 - Separation between house and garage (1/2" gypsum board on garage side, hollow metal or solid wood door).
 - Smoke detector locations.
 - Porches and decks: dimensions and construction.
- √ **WALL CROSS SECTION:** (include size, material, spacing)
 - Footing, foundation, reinforcing, anchor bolts, tile, gravel, damp proofing, and final grade level.
 - Treated sill plate, floor joist, box joist, floor sheathing.
 - Wall framing, wall sheathing, headers.
 - Insulation: basement wall, framed walls, ceiling.
 - Ceiling joist, rafters, trusses, roof sheathing.
 - Eave ice barrier, underlayment, roofing, soffit, fascia, attic ventilation
 - Truss package information must be available on site.
 - **"Hurricane Clips" are required.**

- √ **ENERGY CONSERVATION DOCUMENTS:**
 - Insulation materials and their R -values.
 - Fenestration U -factors and Solar Heat Gain Coefficient (SHGC).
 - Area-weighted U -factor and SHGC calculations.
 - Mechanical system design criteria.
 - Mechanical and service water heating system and equipment types, sizes and efficiencies.
 - Economizer description.
 - Equipment and systems controls.
 - Fan motor horsepower and controls.
 - Duct sealing, duct and pipe insulation and location.
 - Lighting fixture schedule with wattage and control narrative
 - Air sealing details.
- √ **EXTERIOR ELEVATION DRAWINGS OF ALL FOUR SIDES:**
 - Windows and doors.
 - Porches, decks, landing at doors. Guards and steps at decks.
 - Show final grade.
 - Siding and/or exterior finishes.

▶ **REQUIRED INSPECTIONS:**

- √ **Footing/Foundation Inspection.** Inspection of the footing/foundation shall be made after poles or piers are set or trenches or basement areas are excavated and any required forms erected and any required reinforcing steel is in place and supported prior to the placing of concrete.
- √ **Concrete Slab or Underfloor Inspection.** To be made after all in-slab or underfloor building service equipment, conduit, piping accessories and other ancillary equipment items are in place but before any concrete is placed or floor sheathing installed, including the subfloor.
- √ **Framing Inspection.** Inspection of framing construction (before insulation) shall be made after the roof, all framing, fire stopping, draft stopping and bracing are in place. A rough plumbing, mechanical, gas and electrical will be made at this time.
 - wind/hurricane clips in place
- √ **Drywall Inspection.** Inspection of drywall shall be done before joints are taped and finished.
- √ **Final Inspection.** Final inspection shall be made after the permitted work is complete and prior to occupancy.
- √ **Final Grading Inspection.** Verification of compliance with developers overall grading plan. Will be done before seeding/sodding and any permanent landscaping is done.

<p>NOTE: At each stage of construction you will be required to call the Building Department for an inspection. Please schedule inspections one day in advance.</p>

Final Inspection Checklist

Garage:

- Electric GFI outlets
- Fire rated between garage and dwelling
- Floor drain (drains outside and NOT into sanitary)

Utility Room:

- Electric GFI outlets (within 6' of water)

Kitchen:

- Electric GFI outlets (entire countertop)
- Sink in place

Dining Area:

- Electric check

Living Room:

- Electric check

Rec/Family Room:

- Electric check

Bathrooms:

- Electric GFI outlets
- Sink in place
- Toilet in place

Halls to Sleeping Areas:

- Electric check
- Dual Sensor Smoke Detector (hardwired with battery back-up)

Bedrooms:

- Electric check
- Dual Sensor Smoke Detector (hardwired with battery back-up)

Furnace:

- Unit installed to code (proper clearances)

Breaker Box:

- Labeled and covered

Water Softener:

- No direct connection to sewer. Air gap or backflow preventer in place.

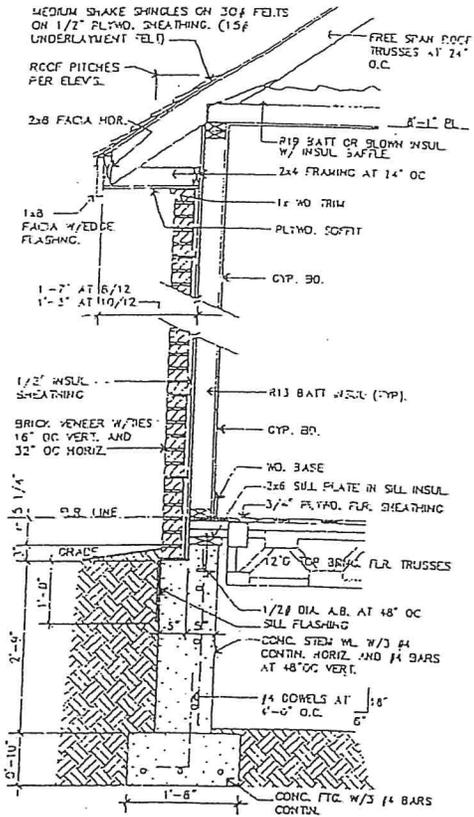
Water Meter:

- Installed correctly
- Tracer wire visible

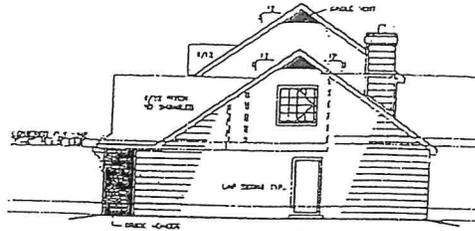
Sump Pump:

- Rigid pipe installed to discharge outside. Must be in place whether or not a pump is present.

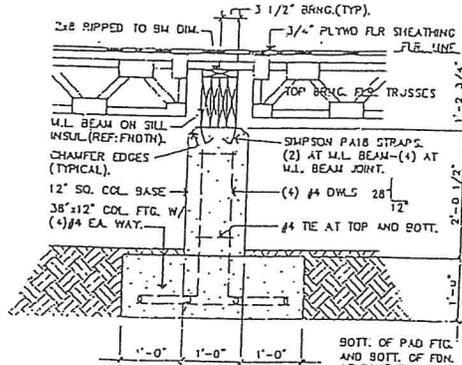
Home Builders Handout



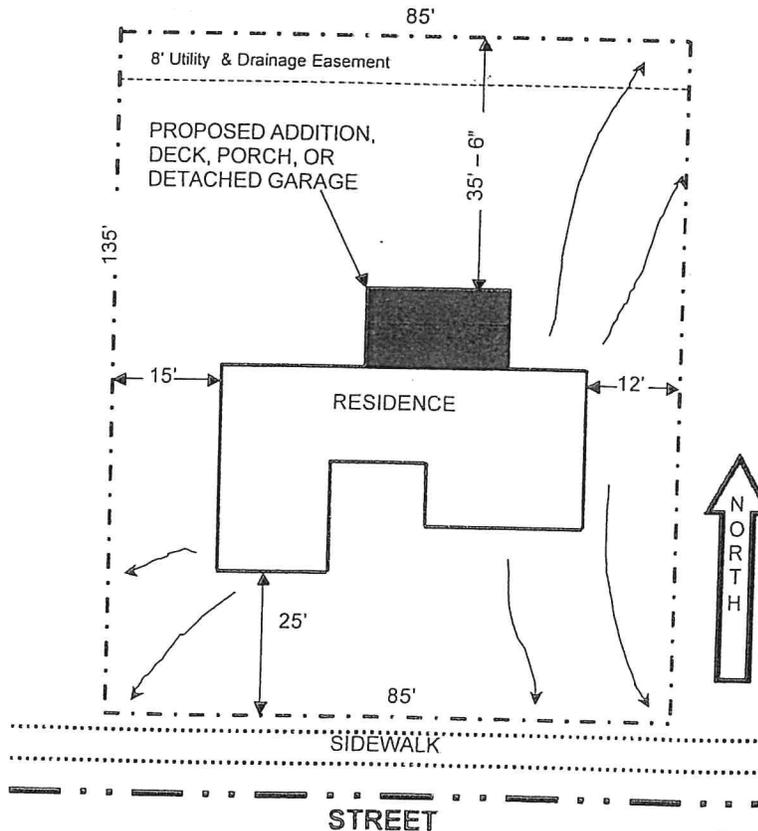
SECTION



EXTERIOR ELEVATION



DETAIL



Commercial Guidelines

- ▶ Provide the following information when applying for a building permit:
 - **COVER SHEET** – identifying the project, occupancy type, use, occupant load and providing a Code Analysis
 - √ Call out fire protection system proposed, i.e., sprinkled, fire alarm, smoke removal system.
 - **SITE PLAN** – Submit an accurate site plan and include the following:
 - √ Location of lot pins, property lines, and dimensions of the lot.
 - √ Buildings on the property (new, proposed additions and existing)
 - √ All distances from property lines, set backs, easements and other buildings.
 - √ Driveways, approaches, sidewalks and required parking.
 - √ Indicate site drainage with topography.
 - **COMPLETE SET OF STRUCTURAL PLANS**
 - √ Foundation plan, details and schedules.
 - √ Footing schedule.
 - √ Load criteria (live, dead, snow, wind, etc.).
 - √ Sections.
 - √ Roof framing plans (wood framing requires “hurricane clips”).
 - **COMPLETE SET OF ARCHITECTURAL PLANS**
 - √ Floor plan(s) with dimensions and labels.
 - √ Scaled section/elevation details of walls, floors, stairs, etc.
 - √ Interior elevations.
 - √ Door/hardware/window schedules.
 - √ Large scale details.
 - √ Roof plan(s).
 - √ Reflected ceiling plan.
 - √ Finish schedule.
 - √ Building cross section(s).
 - √ Written specifications.
 - √ Provide details on all fire rated assemblies and occupancy separations.
 - **BUILDING EXTERIOR ELEVATIONS**
 - √ Windows and doors.
 - √ Show final grade elevations.
 - √ Exterior finishes.

□ **COMPLETE SET OF MECHANICAL PLANS**

- √ Schedules reflecting specifications for all HVAC devices.
- √ Other HVAC details (heating, cooling, ventilation, exhaust).

□ **COMPLETE SET OF PLUMBING PLANS**

- √ Scaled plan view(s) of the water piping, sanitary sewer and storm sewer piping, gas, vent and process piping.
- √ Scaled location plan, specifications, schedules of plumbing fixtures, devices, appliances.
- √ Large scale details of specialized installations.

□ **COMPLETE SET OF ELECTRICAL PLANS**

- √ Scaled plan view(s) of the electrical wiring, lighting plan, appliance system.
- √ Schedules for all elements of the electrical system.
- √ Specifications for electrical equipment.

□ **ENERGY CONSERVATION DOCUMENTS**

- √ Insulation materials and their *R*-values.
- √ Fenestration *U*-factors and Solar heat Gain Coefficient (SHGC).
- √ Area-weighted *U*-factor and SHGC calculations.
- √ Mechanical system design criteria.
- √ Mechanical and service water heating system and equipment types, sizes and efficiencies.
- √ Economizer description.
- √ Equipment and systems controls.
- √ Fan motor horsepower and controls.
- √ Duct sealing, duct and pipe insulation and location.
- √ Lighting fixture schedule with wattage and control narrative.
- √ Air sealing details.

▶ **REQUIRED INSPECTIONS:**

- √ **Footing/Foundation Inspection.** Inspection of the footing/foundation shall be made after poles or piers are set or trenches or basement areas are excavated and any required forms erected and any required reinforcing steel is in place and supported prior to the placing of concrete.
- √ **Concrete Slab or Underfloor Inspection.** To be made after all in-slab or underfloor building service equipment, conduit, piping accessories and other ancillary equipment items are in place but before any concrete is placed or floor sheathing installed, including the subfloor.
- √ **Framing Inspection.** Inspection of framing construction shall be made after the roof, all framing, fire stopping, draft stopping and bracing are in place. A rough plumbing, mechanical, gas and electrical will be made at this time.
 - wind/hurricane clips in place (if wood framing)

- √ **Drywall Inspection.** Inspection of drywall shall be done before joints are taped and finished.
- √ **Final Inspection.** Final inspection shall be made after the permitted work is complete and prior to occupancy.
- √ **Final Grading Inspection.** Verification of compliance with developers overall grading plan. Will be done before seeding/sodding and any permanent landscaping is done.

NOTE: At each stage of construction you will be required to call the Building Department for an inspection. Please schedule inspections one day in advance.

ACCESSORY BUILDING REQUIREMENTS

► **DEFINITIONS:**

1. "Accessory buildings and uses". An accessory building is a subordinate building or a portion of the main building, the use of which is clearly incidental to, or customarily found in connection with, and (except as otherwise provided in this chapter) located on the same lot as, the use of the main building or principal use of the land. An accessory use is one which is clearly incidental to, or customarily found in connection with, and (except as otherwise provided in this chapter) on the same lot as, the main use of the premises. When "accessory" is used in the text, it shall have the same meaning as "accessory use".
2. "Garage, private". An Accessory building used only for the housing of motor vehicles, without their equipage for operation, repair, hire or sale.

► **Accessory buildings and uses are permitted when in accordance with the following:**

- A. In the R, RC, R-1, R-1A and R-2 districts, accessory buildings and uses are limited to:
 - (1) A noncommercial greenhouse that does not exceed in floor area of twenty-five (25) percent of the ground floor area of the main building.
 - (2) A private residential garage used only for the housing of noncommercial passenger automobiles and with a floor area of not exceeding eight hundred fifty (850) square feet. An additional floor area of two hundred (200) square feet may be provided for each three thousand (3,000) square feet of lot area by which such lot exceeds seven thousand five hundred (7,500) square feet, provided that no garage shall exceed one thousand two hundred fifty (1,250) square feet, nor house more than five (5) such automobiles.
 - (3) Home occupation.
 - (4) Vegetable or flower garden.
 - (5) Raising and keeping of small animals and fowl, but not on a commercial basis or on a scale objectionable to neighboring property owners.
 - (6) Tennis court, swimming pool, garden house, pergola, ornamental gate, barbeque oven, fireplace and similar uses customarily accessory to residential uses.
 - (7) Accessory buildings must be a building so designed for such use. The building shall consist of wood or metal but should not include a structure that was designed for some other primary use and shall not be converted to a utility building. The use of old truck boxes or railroad cars is prohibited as use of a utility or storage shed.

B. There shall be the following additional regulations for accessory buildings:

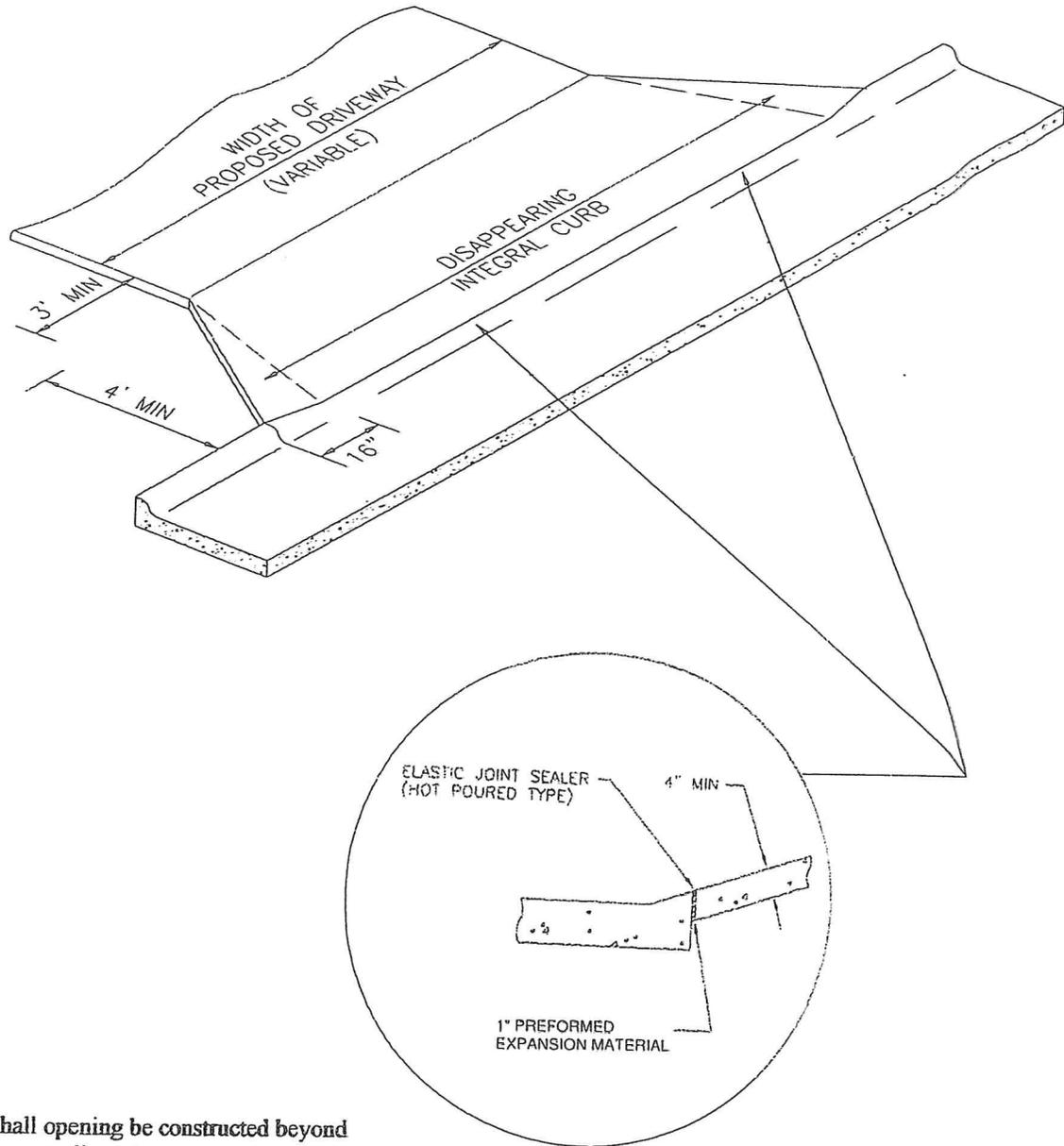
- (1) No accessory building shall be constructed upon a lot until the construction of the main building has been actually commenced, and no accessory building shall be used unless the main building on the lot is also being used. However, nothing shall prevent the use of a temporary construction shed or road wagon for the storage of tools, material and equipment by a contractor during the building construction.
 - (2) No accessory building may be erected in front of a main building unless the accessory building is attached to the main building by a common wall.
 - (3) Accessory buildings may not be used for dwelling purposes.
 - (4) Accessory buildings may be located in a rear yard but may not occupy more than thirty (30) percent of a rear yard.
 - (5) Any accessory building closer than ten (10) feet to a main building shall be considered as part of the main building and shall be provided with the side and rear yards required for the main building.
 - (6) An accessory building more than ten (10) feet from an main building may be erected within two (2) feet of a side or rear lot line, but must be located at least sixty (60) feet from the front lot line.
 - (7) Where a garage is entered from an alley, it must be kept ten (10) feet from the alley line.
 - (8) An accessory building may not be constructed in an easement.
- Detached garages accessory to a dwelling located within 2 feet of a lot line are permitted to have roof eave projections not exceeding 4 inches.

CITY OF LE MARS BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500	\$20.00
\$501 to \$2,000	\$20.00 for the first \$500 plus \$2.60 for each additional \$100, or fraction thereof, to and including \$2,000
\$2001 to \$25,000	\$50.00 for the first \$2,000 plus \$9.60 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$275.00 for the first \$25,000 plus \$7.25 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$450.00 for the first \$50,000 plus \$5.25 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$690.00 for the first \$100,000 plus \$4.25 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$2,240.00 for the first \$500,000 plus \$3.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$3,880.00 for the first \$1,000,000 plus \$3.25 for each additional \$1,000, or fraction thereof

Effective January, 2013

DRIVEWAY DETAIL
(GRINDING OF CURB IS PREFERRED)



NOTES:

In no case shall opening be constructed beyond Extended property line of adjoining property.

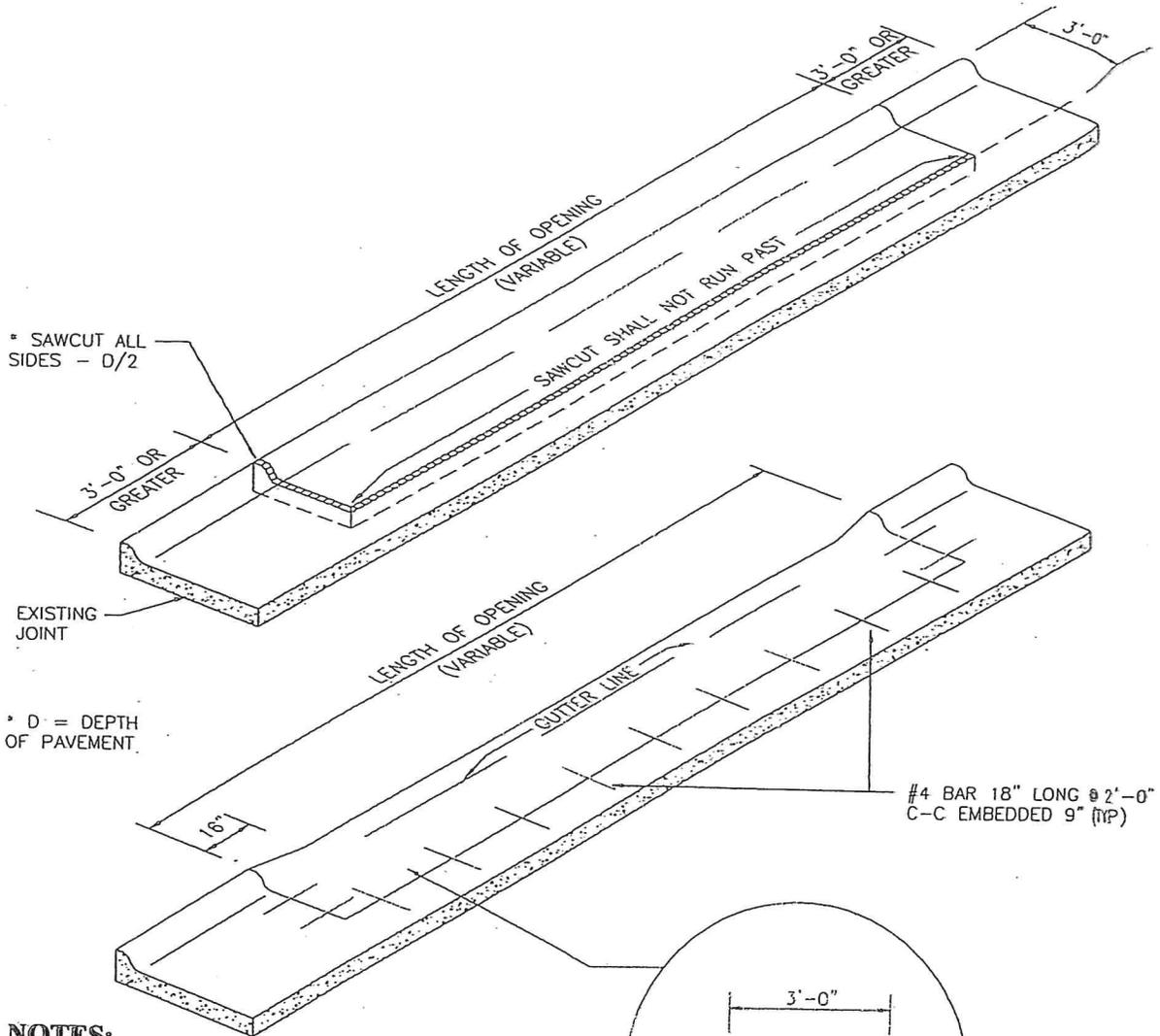
Edge all joints and seal.

No driveway opening shall be more than 24' without Written permission from the City of Le Mars.

Sides of patch less than 3' from an existing joint Shall be removed to the existing joint.

DRIVEWAY DETAIL

(WHERE CURB CUT IS REQUIRED)



NOTES:

In no case shall opening be constructed beyond Extended property line of adjoining property.

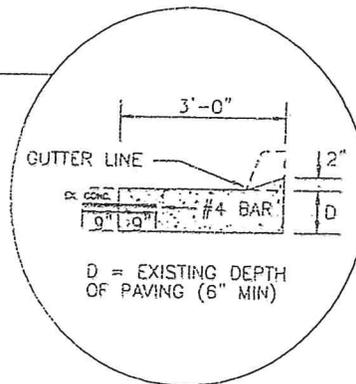
Maintain gutter grade across opening.

Edge all joints and seal.

Driveway opening shall be poured separately Using C-4 mix with limestone.

No driveway opening shall be more than 24' without Written permission from the City of Le Mars.

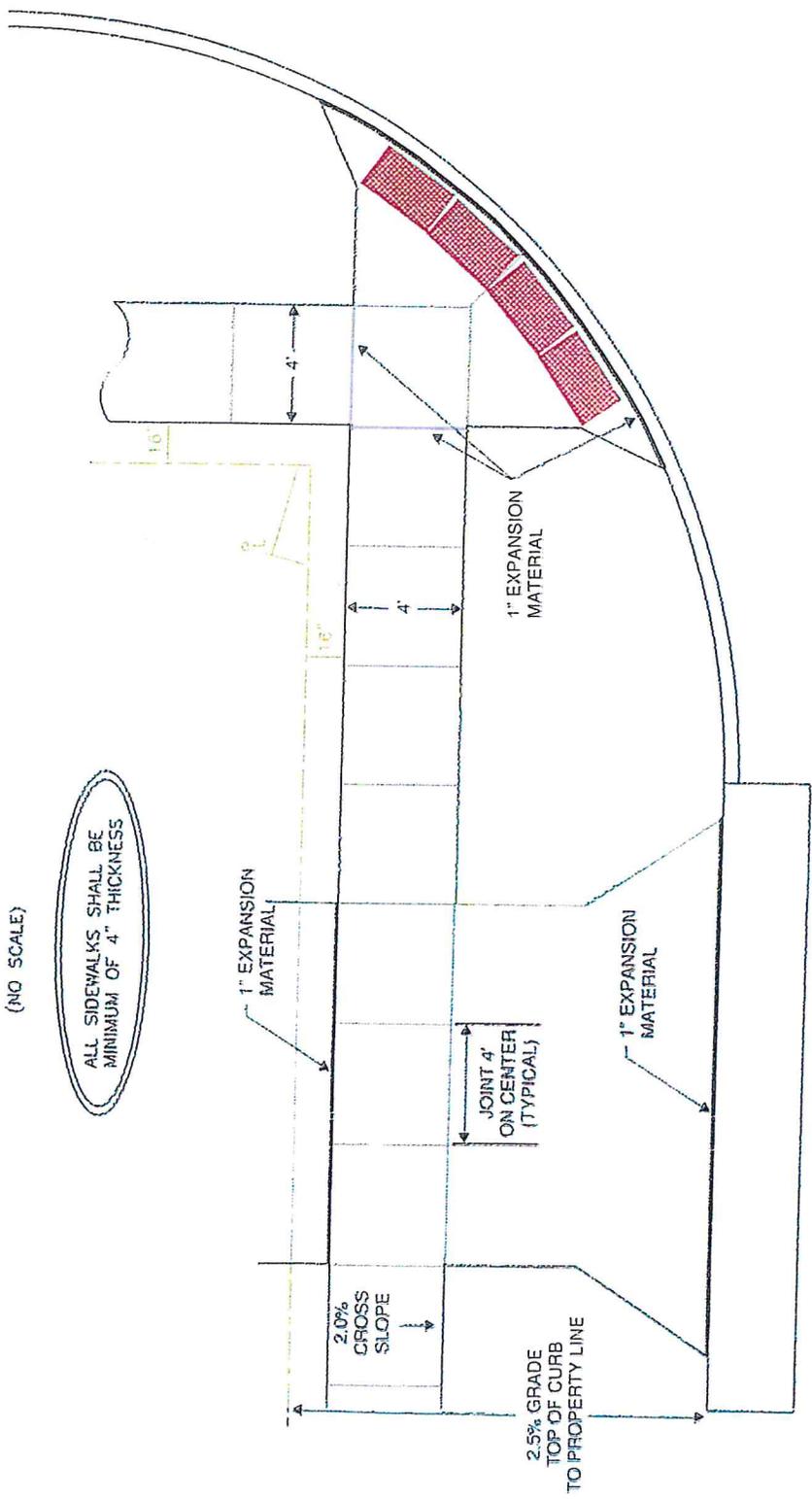
Sides of patch less than 3' from an existing joint Shall be removed to the existing joint.



TYPICAL SIDEWALK LOCATION PLAN

(NO SCALE)

ALL SIDEWALKS SHALL BE
MINIMUM OF 4" THICKNESS



NOTE:
VARIANCE TO THIS TYPICAL LAYOUT PLAN MAY OCCUR.
THE OWNER SHALL ESTABLISH THE ACTUAL LAYOUT
AND ALIGNMENT FOR EACH SEGMENT OF SIDEWALK
IN THE FIELD IMMEDIATELY PRIOR TO COMMENCING
CONSTRUCTION.

NOTE:
THE SIDEWALK THROUGH THE DRIVEWAY NEEDS TO
BE SEPERATE FROM THE DRIVEWAY. THE SIDEWALK
IS NOT TO BE TIED TO THE DRIVEWAY WITH REBAR.

NOTE:
EXPANSION JOINT SPACING SHALL BE
40 FEET AND AT ALL INTERSECTIONS
WITH DRIVEWAYS AND EXISTING SIDEWALKS

NOTE:
DROP CURB FOR DRIVEWAYS IS 2"
DROP CURB FOR SIDEWALKS IS 1/2" MAX



Le Mars, Iowa

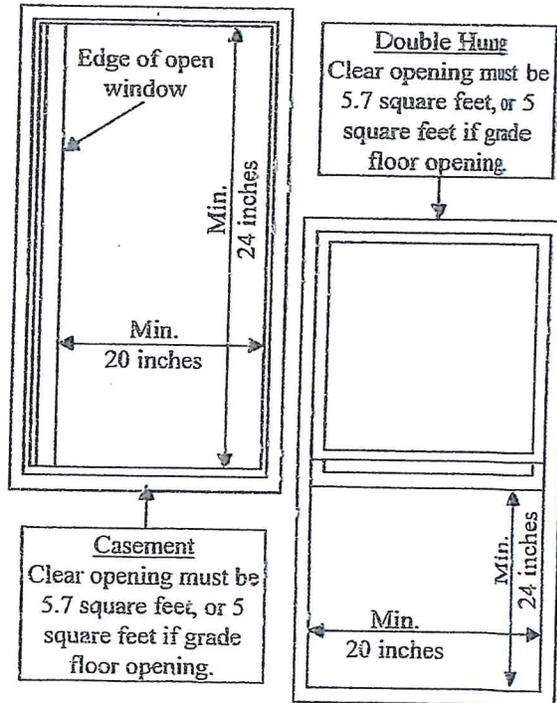
CITY OF LE MARS, IOWA

Code Enforcement Office

40 Central Avenue SE Le Mars, Iowa 51031 Phone: (712) 548-4972 Fax: (712) 548-4976

EGRESS WINDOWS

- Basements and every sleeping room shall have at least one operable emergency and rescue opening. The required emergency and rescue opening in the bedrooms located in the basement, satisfies the requirement of the basement having an emergency and rescue opening.
- The bottom sill of egress windows shall be no more than 44 inches above the finished floor height.
- Egress windows shall have a clear opening, measured when the operable part of the window is completely open, of 5.7 square feet and meeting the following minimum dimensions. Windows with a bottom sill height of no more than 44 inches above or below grade are allowed to be a minimum of 5 square feet.
 - Minimum clear opening width = 20 inches.
 - Minimum clear opening height = 24 inches.
- Egress windows shall be operational from the inside of the room without the use of keys or special knowledge.
- Below grade egress windows shall be installed with an egress window well meeting the following minimum dimensions.
 - Minimum horizontal dimension of 36 inches by 36 inches and allow the window to be fully opened.
 - Ladders or steps shall be required for window wells deeper than 44 inches and are allowed to project a maximum of 6 inches into the required area of the well.
 - Ladders shall be permanently fixed and have a minimum interior width of 12 inches, project at least 3 inches from the



Residential Construction Guidelines Worksheet

Complete and turn in with Application
Check all that apply or write in as needed

Owner Name:

Address of construction:

Phone number:

Current mailing address:

Construction type: new home home add. garage garage add. other, explain

Footings: Frost Free 6" deep x 16" wide Slab on grade other, explain
 #4 rebar req'd, 2 rows

Foundation: Poured concrete Lite Form CMU block other, explain
 #4 rebar vertical 4' OC min

Basement egress window(s): minimum 1 in basement unless walkout All basement bedrooms

Drainage around foundation: Perforated tile Form-A-Drain other, explain

Sump pump: yes no ridged pipe to outside

Electrical ground rod: tied in to footing and foundation other, explain

Floor joists: manufactured I-Joist, size _____ open web truss, size _____
 dimension lumber, size _____ TriForce, size _____

Floor sheathing: 5/8" min 3/4" recommended other, explain

Exterior wall frame: 2x4 2x6 other, explain

Roof pitch: 4:12 5:12 6:12 7:12 8:12 other, explain

Roof sheathing: 5/8" min other, explain

Ice barrier: mandatory

Window & door flashing: mandatory

Egress window: all bedrooms, min 1

Brick-Stone frontage: yes no If yes 25% 50% 75% 100%
Certain subdivisions require brick or stone facing

Gypsum board: walls 1/2" recommended ceiling 5/8" recommended

Attached garage: ceiling 1/2" gypsum min req'd ceiling 5/8" type X gypsum if habitable room above req'd
 1/2" gypsum min on garage side of shared wall with residence req'd

Req'd Smoke detectors: all floors all bedrooms hallway outside bedrooms

Req'd CO2 detectors: all bedrooms recommended combination detectors through out

GFCI outlets: all garage all bathroom all outdoor all kitchen counter all laundry room, incl. wash machine

AFCI outlets: all branch circuits throughout

Sink traps: "P" traps req'd

Insulation: ceiling R-49 min wood frame walls R-20+5 or 13+10 min

Fenestration U factor: doors/windows 0.32 skylight 0.55

Fill out and return this Worksheet, Building Permit Application, Site Plan, Construction Plan. Construction plan to include floor plan for main floor, second floor, basement if finished, attached garage, elevation views of all sides, locations of all doors & windows. Measurements in its entirety.

Return to City Hall, Building Official.
Greg Smidt, 712-548-4972

BUILDING PERMIT APPLICATION

THIS IS NOT THE BUILDING PERMIT. PLEASE ALLOW 3 BUSINESS DAYS FOR REVIEW AND PROCESSING OF PERMIT.

TYPE OF WORK (Circle One)	
New construction	Addition/alteration/replacement
CATEGORY OF CONSTRUCTION (Circle One)	
1-and 2-family dwelling	Commercial/Industrial
Multi-family	Accessory bldg/Detached gar.
JOB SITE INFORMATION AND LOCATION	
Address:	
Legal Description of Property:	
PROPERTY OWNER	
Name:	
Address:	
City/State/Zip:	
Phone:	
CONTRACTORS	
Framing:	
Phone:	
Foundation:	
Phone:	
Electrical:	
Phone:	
HVAC:	
Phone:	
Plumbing:	
Phone:	
Concrete Flatwork:	
Phone:	
Fire/Security/Medical Alarm System:	
Phone:	
Underground Sewer/Water:	
Phone:	
Pool:	
Phone:	

Applicant signature*

* Signee is responsible for code compliance and fines that may be incurred.

1-AND 2-FAMILY DWELLING DATA	
Walkout basement:	YES NO
# of bedrooms:	
# of bathrooms:	
Total # of floors:	
1st floor area:	sf
2nd floor area:	sf
Finished basement area:	sf
Unfinished basement area:	sf
Garage area:	sf
Deck area:	sf

COMMERCIAL/MULTI-FAMILY DATA	
Existing building area:	sf
New building area:	sf
Total # of stories:	
Type of construction:	
1st floor area:	sf
2nd floor area:	sf
Fire suppression:	YES NO
Type of fire suppression:	

ACCESSORY BUILDING/DETACHED GARAGE	
If area of the building is less than 120sf, a permit is not required. Please complete and return this application with a site plan to the Code Department. Although a permit is not required, building setbacks and easements must still be followed.	
Size of building:	
_____ X _____ = _____ sf	
(length) (width) (area)	

POOLS	
_____ X _____ = _____ sf	
(length) (width) (area)	

VALUATION AND PERMIT FEE	
<i>Please refer to fee schedule</i>	
Permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for the work indicated on this application.	
Valuation of structure:	
Building permit fee:	
Non-metered water fee*:	Res. \$60.00 Com. \$75.00
* For structures requiring new meters	

A Certificate of Occupancy must be issued before the structure is to be occupied. A \$500 fine will be charged for violations.
