

119 E Front St. P.O. Box 370 Stuart, IA 50250 | Ph: 515-523-1455 | Email: stuart5@coonvalleytelco.com

 TYPE OF PERMIT: **Building** **Shed** **Deck** **Pool** **Other**
ATTACH SITE PLAN, DRAWINGS, AND/OR BUILDING PLANS

JOB SITE		BUILDING SQUARE FOOTAGE													
ADDRESS: _____ NAME: _____ DATE: _____	Level 1 _____ Pool Size _____ Level 2 _____ Deck sqf _____ Bsmt Finished _____ Garage/Shed _____ Bsmt Unfinished _____														
Plat # _____ Lot# _____ Development _____ <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Commercial</td> <td style="width: 33%;">Industrial</td> <td style="width: 33%;">Public</td> </tr> <tr> <td>One-Family</td> <td>Two-Family</td> <td>Multi (No. _____)</td> </tr> </table> Property is in a Flood Plain? Yes No MPE _____	Commercial	Industrial	Public	One-Family	Two-Family	Multi (No. _____)	<div style="background-color: #1a3d4d; color: white; padding: 2px;">DESCRIPTION OF PROJECT:</div> 								
Commercial	Industrial	Public													
One-Family	Two-Family	Multi (No. _____)													
Owner	Name Email Address Fax No. City Telephone No. State/Zip Cell No.	<div style="background-color: #1a3d4d; color: white; padding: 2px;">PERMIT FEES</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">PROJECT VALUATION</td> <td style="width: 50%;">TRADES \$ _____</td> </tr> <tr> <td style="border: 1px solid black; width: 50%; text-align: center;">\$</td> <td>SHED \$ _____</td> </tr> <tr> <td></td> <td>DECK \$ _____</td> </tr> <tr> <td></td> <td>POOL \$ _____</td> </tr> <tr> <td></td> <td>OTHER \$ _____</td> </tr> <tr> <td></td> <td>TOTAL PERMIT FEE \$ _____</td> </tr> </table>		PROJECT VALUATION	TRADES \$ _____	\$	SHED \$ _____		DECK \$ _____		POOL \$ _____		OTHER \$ _____		TOTAL PERMIT FEE \$ _____
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Contractor	Name Email Address Fax No. City Telephone No. State/Zip Cell No.	<div style="background-color: #1a3d4d; color: white; padding: 2px;">ADDITIONAL ACKNOWLEDGEMENTS</div> <ul style="list-style-type: none"> Except as provided by law, where any work has been started prior to obtaining this permit, the regular fee shall be doubled. This permit shall expire in 12 months unless extended by building official. ALL WORK MUST BE INSPECTED. It is the responsibility of the permittee to call for inspections. No work shall be concealed or covered until approved by the inspector. The permittee acknowledges they are proficient in the performance of the work covered by this permit. Submit this application and drawing to city hall at stuart5@coonvalleytelco.com To scheduled an inspection call Veenstra & Kimm at 515-850-2980.													
Architect-Engineer	Name Email Address Fax No. City Telephone No. State/Zip Cell No.	<div style="background-color: #1a3d4d; color: white; padding: 2px;">SIGNATURE OF OWNER OR AGENT</div> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">X _____</td> <td style="width: 30%; border-bottom: 1px solid black;">DATE: _____</td> </tr> </table> Utilities Approval: X _____ Date: _____ Public Works Approval: X _____ Date: _____ Payment Received Date: _____ Amount: \$ _____ Intitials _____ ISSUED BY: _____ DATE: _____ <div style="text-align: center; margin-top: 10px;">BUILDING OFFICIAL</div>		X _____	DATE: _____										
X _____	DATE: _____														
Sub-Contractors	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Company Name:</td> <td style="width: 50%;">Phone:</td> </tr> <tr> <td> </td> <td>State Lic. #</td> </tr> <tr> <td>Company Name:</td> <td>Phone:</td> </tr> <tr> <td> </td> <td>State Lic. #</td> </tr> <tr> <td>Company Name:</td> <td>Phone:</td> </tr> <tr> <td> </td> <td>State Lic. #</td> </tr> </table>	Company Name:	Phone:		State Lic. #	Company Name:	Phone:		State Lic. #	Company Name:	Phone:		State Lic. #		
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Veenstra & Kimm Engineering

3000 Westown Parkway
West Des Moines, IA 50266-1320
515 850-2980

REQUIRED COMMERCIAL BUILDING INSPECTIONS

Site Inspection.....Waddles/Silt Socks, Portable Toilets, Dumpster, Temp Address

FootingsPrior to pouring concrete, after forms, rods and insulation (if applicable)

Footing Walls.....Prior to pouring concrete, non centered uprights tied to center

Electrical Temp Pole.....After pole in place, ground rod and GFCI's installed

Sewer/Storm/Water.....Drainage pipe with 10ft head, gravel bed, Tracer wire on Pex,

Groundwork Plumbing....10ft head wet test or air test, gravel bed, staked down.

Groundwork Electric.....Check for proper depth of conduit/cable, Ground Rods

Plumbing Rough.....Prior to insulation, wet test with 10ft head **or** an air test.

Electrical Rough.....Prior to insulation, Grounding/Bonding in place. (electrical released after)

HVAC Rough.....Prior to insulation. 1-1/2 time working pressure gas test. See IFGC406.4

Framing Rough.....Prior to insulation, after all mechanicals roughed in.

Insulation.....Prior to drywall

Sidewalk & Approach.....Prior to pouring concrete, granular compacted gravel, StopBox sleeve. (see SUDAS)

Final.....No structure may be occupied until final inspection and **Certificate of Occupancy** has been issued. Project manager to keep record of all **special inspections** and transferred to us at completion of project.

Call V&K at 515 850-2980 to schedule an inspection

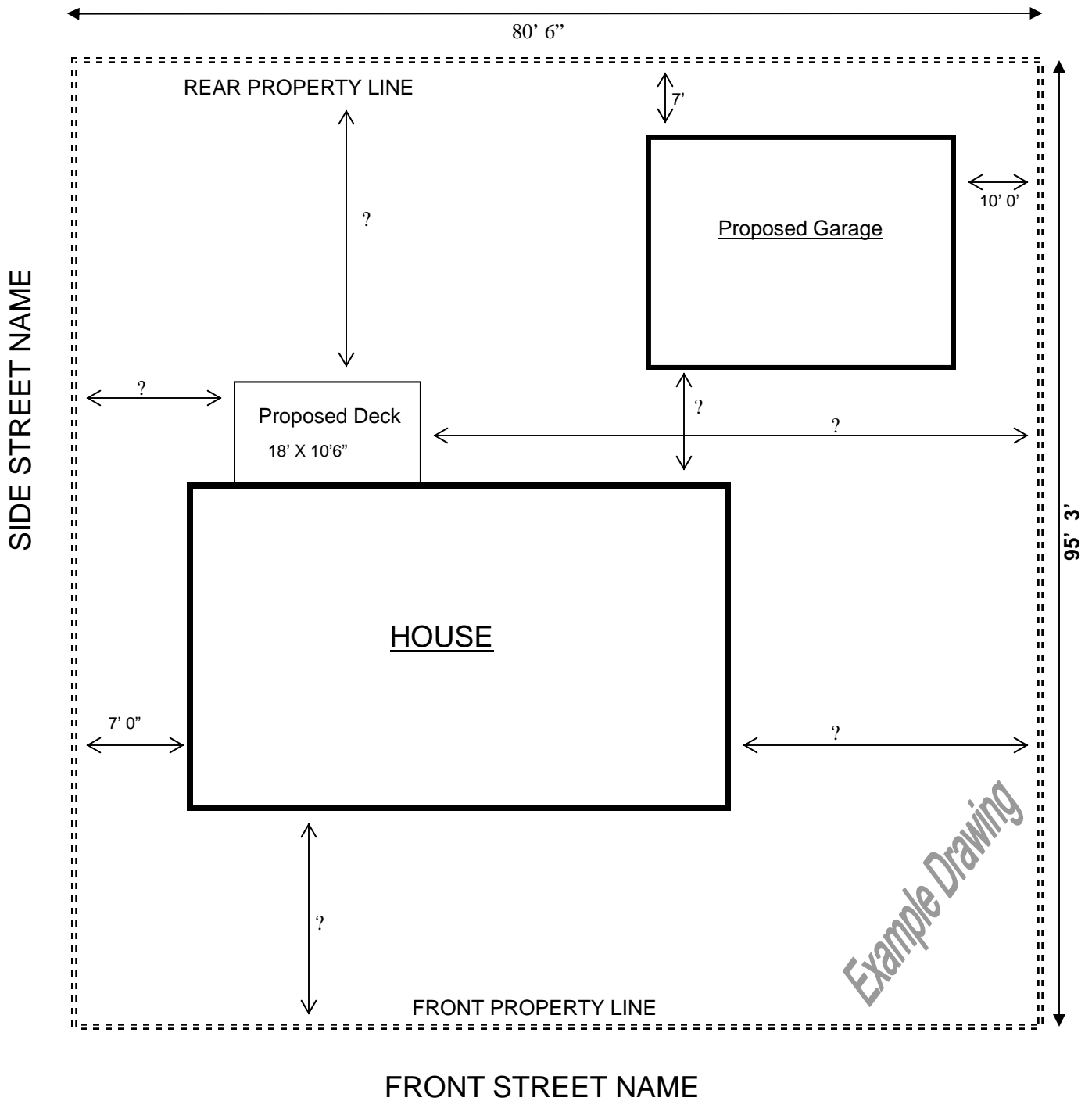
Email: BuildingInspection@v-k.net

Inspections are between 8:00 and 4:30pm M-F

*Temporary **safety railings** are required around open stairwells **before** mechanicals are installed!*

Most cities will have adopted the 2015 IRC & IBC Building Codes along with the 2017 NEC Electrical Code

Example Site Plan



Example Drawing

Site plans shall include distances from all building to all lot lines and distances from building to building.



BUILDING PERMIT PROCESS

A Step by Step Guide

The City Hall is your one-stop spot for a building permit.

The City Hall uses staff from Veenstra & Kimm Inspection Division.

Why does the City issue building permits and how do I benefit by getting one?

Permits are for your safety. The City issues permits to monitor all construction projects for safety and to ensure that all buildings meet minimum standards. These minimum standards protect occupants and neighbors not only in everyday living, but also in case of emergencies and natural disasters. Also, work done without a permit is illegal and can pose serious complications for your fire and homeowner's insurance or for you when you sell your home. By obtaining a Building Permit, you avoid legal and financial liabilities.

When do I need a building permit?

Typically, **ALL** new home construction, remodeling, alterations, and room additions need building permits. You must also obtain electrical, plumbing, and mechanical permits when installing, altering, or replacing electrical wiring, outlets, and service panels; gas and water lines, outlets, drains, water heaters, furnaces and air conditioners. If you are unsure, call Veenstra & Kimm at 515-850-2980.

Some common outdoor improvements that also need building permits are:

1. Retaining walls over 4 feet tall
2. Patio covers
3. Decks
4. Swimming pools and spas
5. Solar energy collection units
6. Storage buildings over 120 square feet
7. Garages and carports
8. All fences



How does the permit process work?

You or your contractor will submit your application and drawings to City Hall staff.

The City Building Official reviews your drawings and inspects each phase of construction for safety and conformance to the building, plumbing, electrical, and mechanical codes.

The Building Official looks at the placement of new structures on property boundaries to verify zoning requirements such as lot size and coverage, density, building setbacks, and height limit for your neighborhood. Zoning restrictions may require a Use Permit or Variance.

What types of plans do I need?

For construction outside the existing walls of your home (e.g., a room addition), you will need the following drawings:

- Plot Plans showing the property lines, existing structures, easements, north arrow, and streets
- Floor Plans labeling the size and location of walls, windows, doors, electrical layout, and room descriptions
- Foundation Plans showing footings and slab construction or footings and underfloor framing
- Structural Drawings explaining the connection details of the project's structural elements
- Elevations showing the outside of the house
- Section Drawings depicting a cross-section of the house
- Energy code documents, Manual J & S.

Why do I need plans?

Good drawings are one of the most important steps of your project. They will be used to value out the job, get estimates from any subcontractors, and obtain the necessary building permits. Better yet, they will give you a much clearer idea of how things will look once you are finished.

If you are doing a simple project, you may be able to do all the drawings yourself. A project that involves no new construction may only need floor plans depicting the before and after look of your house.

The City does not provide plan drawing or designing services, but the City Inspector provides handouts and information to assist you with your project.

Should I hire a contractor or do the work myself?

You may apply for a building permit as "owner/builder." If you hire a contractor, he/she is responsible for obtaining and signing the building permit.

Before hiring a contractor, verify that he/she is State licensed and possesses a certificate of insurance. You and your contractor should have a signed contract for all work.

STEPS TO OBTAIN AND FINALIZE A BUILDING PERMIT:

Step 1: Submit the permit application with plans for review.

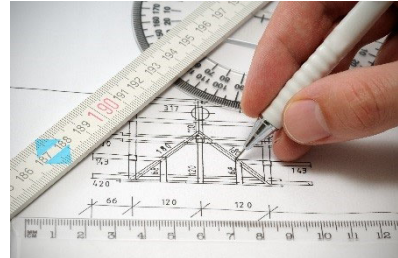
You or your contractor will submit the permit application and required plans to City Hall. The building permit application review process takes 3 to 5 business days. If corrections are needed, you will be contacted and will need to provide additional information.

Step 2: Pay fees and obtain building permits. You will be notified when your plans have been approved. Construction may begin only after your building permits have been issued, plans approved, and fees paid.

Step 3: Arrange for building inspections.

24 hour notice required for inspections, call Veenstra & Kimm Inspection Division at 515-850-2980. Inspections are required at various points during construction. Typically, inspections are required for:

- Footings, Foundation Walls and Under-slab plumbing
- Plumbing rough-in
- Electrical Rough-in
- Mechanical Rough-in
- Framing
- Final Inspection



The “rule of thumb” is to not cover anything before it has been inspected and approved.

It is the responsibility of the permit holder to notify the City Inspector when the construction work is ready for inspection. If you have any questions regarding when an inspection is required, please contact the City Building Official.

After an inspection, if corrections are required to comply with the codes, the corrections must be completed and re-inspected before continuing construction.

Step 4: Build while your permits are valid.

A building permit is valid for 180 days from the date it is issued by the Building Official.

If the start of construction is delayed, you may request an extension of your permit. A letter to the Building Official made prior to the expiration of the permit may allow you additional time to finish the project.

Step 5: Receive final approval.

When the project is completed, call for a final inspection. The City Inspector will make a final, on-site inspection of the improvement(s), sign-off on the permit(s) if all work passes inspection and issue occupancy permit if required.

Remember! The project is not complete for legal purposes or occupancy until it has passed the final inspections.

City of Stuart Iowa

www.stuartia.com

COMMERCIAL TRADE PERMIT

119 E Front St. P.O. Box 370 Stuart, IA 50250 | Ph: 515-523-1455 | Email: stuart5@coonvalleytelco.com

PROJECT ADDRESS: _____ **Date:** _____

Contractor: _____ **Phone:** _____ **State Lic. No.** _____

Address: _____ **City/State/Zip:** _____ **State Lic. No.** _____

Commercial Residential **Contractor E-mail Address:** _____

Building/Home Owner Name: _____ **Phone:** _____

	Describe below	No.	Unit Fee	Total	
PLUMBING	Water Service	Describe:		\$6.00 ea.	
	Building Sewer			\$6 per 100ft	
	Storm Sewer			\$6 per 100ft	
	Secondary Meter	CONTACT CITY HALL FOR INFO		0	0
	Water Heater			\$8.00 ea.	
	Fixtures			\$6.00 ea.	
	Stacks			\$6.00 ea.	
	Gas Piping Outlets			\$2.00 ea.	
	Basic Fee.	Residential/Commercial or \$115 for complete house		Check one ->	<input type="checkbox"/> \$40 <input type="checkbox"/> \$70 <input type="checkbox"/> \$115

ELECTRICAL	Meter Boxes	Describe:		8.00 ea	X
	Circuits	\$3.00ea then \$1.50 after 1st 10 circuits		3.00 ea	
	Openings/Devices			\$1.00 ea	
	Fixed Appliances	Range, Furnace, A/C, Dryer, Heater etc.		\$5.00 ea	
	Main Panel or Generator			\$30.00 ea	
	Basic Fee	Residential/Commercial or \$96 for whole house		Check one ->	

MECHANICAL	Furnace	Describe:		\$12.00 ea.
	A/C or Refrig Units			\$10.00 ea.
	Boiler			\$12.00 ea.
	Water Heater			\$8.00 ea.
	Hoods, Type I Type II			\$6.00 ea.
	Fire Dampers			\$10.00 ea.
	Gas Pipe Openings			\$2.00 ea
	Items not classified above			\$6.00ea
	Basic Fee	Residential/Commercial or \$81 for whole house		Check one ->

CONTRACTOR IS RESPONSIBLE FOR SCHEDULING ALL INSPECTIONS, NOT THE HOME OWNER

Questions concerning inspections and this application should be directed to
Veenstra & Kimm at 515 850-2980 or email
BuildingInspection@v-k.net.
(At least 24hrs notice is required for scheduling inspections.)

TOTALS

X _____ Date: _____ X _____ Date: _____
Owner/Applicant **Approved By**

Send completed applications and any plans to Stuart City Hall