

CONSTRUCTION PERMIT APPLICATION GUIDELINES

- A. Submit permit to the City Clerk's office at least 10 days prior to start of construction.
- B. Complete Sections A and B - (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.

Fees:

- A. Construction Permit \$20.00
- B. Water Connection \$25.00
- C. Sewer Connection \$35.00 for residential, \$100.00 for commercial
- D. Water Deposit \$100.00
- E. Gas Deposit \$150 **or** the highest usage in the past 12 months of occupancy.

Other Cost:

Any street repaired required due to cutting of the street to connect any utility services will be billed to the homeowner after the repair has been done.

- E. Three inspections are made to complete this application.
 - 1. Utility inspection by Building Administrator.
 - 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 with 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

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, 115 N. Locust, Winfield, Iowa. 319-257-6661.



CONSTRUCTION PERMIT APPLICATION

SECTION A

This permit and **\$20.00** (plus additional connection charges if applicable) is to be filed with the City Clerk. Checks & money orders should be made payable to City of Winfield.

OFFICE USE ONLY Date _____ Amount \$ _____ Check Number _____

DATE _____ 20 _____

APPLICANT NAME _____

MAILING ADDRESS

Street _____ P.O. Box _____

City _____ State _____ Zip _____

CONTACT TELEPHONE _____

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.

Connect charge for **Water** Services is \$25.00

Gas connection charge will be billed after install is completed, see Utility Superintendent for more information.

Total \$ _____

ALL FEES ARE REQUIRED TO BE INCLUDED WITH YOUR PERMIT

CONSTRUCTION LOCATION:

Street address _____

Lot size _____

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 and ALL corners of construction need to be physically marked with flags and/or markings painted on the ground.
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 CONSTRUCTION _____

TYPE OF CONSTRUCTION

- BUILDING: Wood frame _____ Steel _____ Concrete block _____ Brick _____ Other _____
- FENCES: Chain link _____ Vinyl _____ Wood _____ Wired _____ Other _____

HEIGHT OF BUILDING/FENCE _____ feet

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

Poured concrete _____ Concrete block _____ Trenched Concrete _____

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 list Titleholder NAME: _____

PHONE NUMBER: _____

Other Comments: _____

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 _____

BUILDING ADMINISTRATOR SIGNATURE _____ DATE _____

SECTION D

BUILDING ADMINISTRATOR – Initial site inspection:

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

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

SET BACK REQUIREMENTS CORRECT?

	Direction	Required Setbacks	½ Street Width	Actual Measurements
FRONT	_____	_____	_____	_____ () Yes () No
SIDE	_____	_____	_____	_____ () Yes () No
SIDE	_____	_____	_____	_____ () Yes () No
SIDE	_____	_____	_____	_____ () Yes () No
REAR	_____	_____	_____	_____ () Yes () No

A BUILDING PERMIT IS HEREBY:

() GRANTED

() DENIED If denied, please explain: _____

NOTES: _____

BUILDING ADMINISTRATOR SIGNATURE _____ DATE _____

SECTION E

APPEALED TO THE BOARD OF ADJUSTMENT _____
Date

ACTION _____

BOARD OF ADJUSTMENT CHAIRPERSON SIGNATURE _____ DATE _____

SECTION E

FINAL INSPECTION BY BUILDING ADMINISTRATOR:

- 1. After forms are set and PRIOR to concrete being poured.**
- 2. Again, when construction is COMPLETED.**

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

BUILDING ADMINISTRATOR SIGNATURE _____ DATE _____

OTHER NOTES:
