

**2018
Permit Application
Information**



**City Hall
Inspection Department
400 Second Street
P.O. Box 217
Webster City, IA 50595-0217**

(515) 832-9139

Table of Contents

	Page
General Comments.....	3
Permit and Application Procedure –	
Building.....	4
Zoning.....	6
Mechanical (Heating/Cooling).....	6
Plumbing.....	7
Electrical.....	7
Sign.....	8
Entrance/Sidewalk.....	8
Demolition.....	8
Moving.....	9
Excavation.....	9
Automotive Dealer License.....	9
Development/Flood Plain.....	9
Bankrupt, Fire & Closing out Sales.....	10
Permit Exempted Work.....	11
Appeal Information.....	12
Right-of-Way Use.....	13
Suggested Application Checklist.....	13
Fee Schedule	

GENERAL COMMENTS:

The City of Webster City has adopted by reference the following building codes:

- 2015 International Building Code
- 2015 International Residential Code
- 2015 International Fire Code
- 2015 International Mechanical Code
- 2015 Uniform Plumbing Code
- 2011 National Electric Code
- 2015 International Fuel Gas Code
- 2015 International Existing Building Code
- 2015 International Energy Conservation Code
- 2015 International Property Maintenance Code
- 2017 Sudas Design

Other City codes which are applicable to construction include the following:

- Flood Plain Regulations
- Municipal Zoning Code
- Webster City Standard Specifications for Street and Utility Improvements
- Municipal Utilities Code (Tariff)
- Water Service Rules

Other Codes or requirements which may affect the construction project could include:

- Special conditions imposed during the subdivision of the land
- Protective covenants
- Telephone Company
- Cablevision
- Fiber Optics
- Federal & State Flood Plain Regulations

Most of these codes are available for review at the Webster City Municipal Building or the company/agency involved in the promulgation of the requirements. The applicant should make themselves aware of these requirements early in the project planning to ensure an expeditious process.

This booklet is intended to inform applicants about **general** permit requirements and provide better understanding for more complete applications. This will create a more expedient review, furthering code compliance, and reducing field errors and changes.

All permits are issued in the Inspection Department at City Hall.

Permits are required when:

1. **Building.** No person, firm or corporation should erect, construct, enlarge, move, remove, convert, or demolish any building or structure in the city, or cause the same to be done, without first obtaining a separate building/zoning permit for each such building or structure from the Building Official.

Application procedure for building permits:

To obtain a building permit, the applicant needs to complete an application on the form furnished. Every application needs to:

- A.** Identify and describe the work to be covered by the permit for which the application is made;
- B.** Describe the land on which the proposed work is to be done by lot, block, tract, and house and street address, or similar description that will readily identify and definitely locate the proposed building or work;
- C.** Indicate the use or occupancy for which the proposed work is intended;
- D.** Be accompanied by plans and specifications as required in Section 132.10 of the Municipal Code;
- E.** State the valuation of the proposed work;
- F.** Be signed by the permittee, or his/her authorized agent, who may be required to submit evidence to indicate such authority;
- G.** Give such other information as reasonably may be required by the Building Official.

Note: Manufactured Housing. The factory-built structure shall be manufactured or constructed pursuant to 42 U.S.C Sec. 5403 and shall not have a permanent hitch or other device allowing it to be moved other than for the purpose of moving to a permanent site. Zoning regulations require a minimum horizontal dimension of not less than 20ft. when located on a lot other than a mobile home lot.

Unless otherwise exempted separate plumbing, electrical and mechanical permits will be required.

Work shall not commence until all associated fees have been paid and an approved building permit has been issued. A pre-construction conference with the Building Official may be required prior to the issuance of the permit.

When all requirements listed above have been met, a permit will be issued in most instances within 3 business days, unless a plan review is required. A permit is valid for 2 years and work must commence within 180 days from date of issuance.

Inspections required by code:

- ✓ Footing – prior to concrete being poured
- ✓ Foundation – prior to concrete being poured
- ✓ Sewer/Water/Storm
- ✓ Groundwork plumbing (wet test required – weather permitting)
- ✓ Plumbing (wet test required – weather permitting) *
- ✓ Electrical *
- ✓ Mechanical *
- ✓ Framing *
- ✓ Sidewalk/Entrance
- ✓ Final – No building or structure shall be used or occupied until a Certificate of Occupancy has been issued.

* Prior to any interior wall finishes

In certain circumstances additional inspections may be required.

Work shall not be completed beyond the point indicated in each inspection without first obtaining the approval of the Building Official. Any portions that do not comply shall be corrected and not covered or concealed until authorized by the Building Official. The Building Official can require construction to be removed on work completed and covered if the appropriate inspections were not completed.

It is the responsibility of the permit applicant to alert the Building Official when necessary inspections are ready or to cancel or reschedule an existing scheduled inspection for any reason.

By following these guidelines the proper inspections can be completed in a timely manner with minimal disruption of your work schedule.

2. **Zoning.** It is unlawful to commence or to proceed with erection, construction, reconstruction, conversion, change in occupancy, alteration, enlargement, extension, or moving of any building or structure, or of any portion thereof, without first having applied in writing to the building official for a zoning permit to do so.

Application procedure for Zoning Permits:

Each application should be made on forms provided and filed in the office of the Building Official. Each application should:

- A.** Be accompanied by a site-plan of the lot where the building/addition is proposed, showing the size of the lot, proposed front, rear and side yard setbacks, depths of the building/ addition. Floor plans or other more detailed prints could be required depending upon the nature of the permit.

Zoning permits are applicable with building permits and/or as a separate permit.

3. **Mechanical.** No person should install or reconstruct any heating, ventilating, cooling, or refrigeration equipment unless a permit has been obtained from the Building Official. Also, no person shall do any heating, ventilating, cooling or refrigeration work without the proper State licenses.

A permit should be obtained for all heating, ventilating, cooling, or refrigeration equipment, moved with, or installed in, any relocated building. A separate permit should be obtained for the equipment installed in each separate building or structure.

Application procedure for mechanical permits:

To obtain a mechanical permit, the applicant should file an application on forms furnished for that purpose. Each application should:

- A. Identify and describe the work to be covered by the permit.
 - B. Give legal description or street address to identify location of work.
 - C. Indicate use for which work is intended.
 - D. Be accompanied by plans, diagrams & specifications.
 - E. Be signed by the permittee or his/her agent.
 - F. Give other such data as may be required by the Building Official.
4. **Plumbing.** No person, firm or corporation should install, alter, reconstruct or repair any plumbing or drainage system or part as defined in the Uniform Plumbing Code unless a permit has been obtained from the Building Official. Also, no person shall install, alter, reconstruct, construct or repair any plumbing or drainage system without the proper State licenses.

Exception: Septic tanks are under the County Board of Health Jurisdiction.

Application procedure for plumbing permits:

To obtain a plumbing permit, the applicant needs to complete an application on the forms furnished for that purpose. The applicant must:

- A. Give a description of the character of the work proposed to be done.
 - B. Give location, ownership, occupancy and use.
 - C. Plans, specifications or drawings may be required.
5. **Electrical.** No person, firm or corporation should install, alter, reconstruct or repair any electrical conductor or equipment subject to the provisions of the National Electrical Code unless a permit has been obtained from the Building Official. Also, no person shall install, alter, reconstruct or repair any electrical conductor or equipment without the proper State licenses.

Application procedure for electrical permits:

To obtain an electrical permit, the applicant should first file an application in writing on a form provided for that purpose. The application should include:

- A. Name and business address of the person, firm, corporation or other association that is to do the work.
 - B. Description of the property where the work is to be done.
 - C. Name of the owner of the property.
 - D. Name of the occupant.
 - E. General description of the materials to be used.
 - F. Specify the particular part or parts of the work that must be inspected.
6. **Sign.** It is unlawful for any person to erect, alter, or relocate within the City of Webster City any sign or other advertising structure without first obtaining a sign permit. Also, a State Special Electricians License will be required for any person wiring illuminated signs.

Application procedure for sign permits:

- A. Name, address, telephone number of person or firm erecting the sign.
 - B. Name of owner of sign.
 - C. Street address on which sign is to be located.
 - D. Name of property owner on which the sign is located.
 - E. Classification of sign.
 - F. Site plan.
 - G. Drawings showing dimensions, materials, design, structural support, and electrical components of proposed sign.
7. **Entrance/Sidewalk.** Written approval of the City of Webster City should be obtained before any change is made in the entrance or its location. Design drawing must be attached to permit application. Applicant must give the City 48 hours notice of his/her intention to start construction on the street right-of-way.
8. **Demolition.** Applicant must fill out the proper form with the Building Official and must meet the following required safety regulations:
- A. Fencing
 - B. Barricades
 - C. Warning lights

- D. Temporary walkways
- E. Sign.
- F. Proper termination of water and sewer connections.

Applicant must inform the City Departments and public service companies of date of demolition and request that they remove any meters, lines, etc., which might belong to them. Demolition must be started within 30 days of date of permit issuance. Verification of deposit of material form needs to be returned upon completion.

9. **Moving.** No person should move or cause to be moved along or across any street, avenue, alley, or public ground, any building constituting an oversized load of any description without first obtaining a written permit signed by the Building Official.

Application procedure for moving permits:

To obtain a moving permit, the applicant must file an application in writing on a form provided for that purpose. The application needs to specify:

- A. Place from which the building is to be moved and new location.
 - B. Time of moving.
 - C. Route.
 - D. Certification of insurance.
 - E. Notice given to utilities at least 24 hours before moving.
 - F. Bond filed with City Clerk having penal sum of \$5,000.00.
10. **Excavation.** Applicant must file permit application with the Building Official. All excavation requirements as per the Webster City Municipal Code. The permit is given upon the further condition that the person holding the same shall give notice to all public service corporations and shall repair or have repaired any damage done to any public service corporation property, public property, and pay cost of same. The excavation contractor must have on file, in the office of the Building Official, a certificate of liability insurance, and a copy of the bond. The contractor is responsible for maintaining all excavations until public property is repaired to satisfaction.

11. **Automotive Dealer License.** (Form from State). Applicant must file proper form with the State, signed by the Building Official, stating where building is located, that it meets City building code, and that it is constructed in such a manner that a fire resistance rating factor of not less than 1 hour would exist.

12. **Development Permits/Flood Plain.** A Flood Plain Development Permit issued by the Administrator shall be secured prior to any flood plain development (any man-made change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, filling, grading, paving, excavation or drilling operations), including the placement of factory-built homes. See current fee schedule for permit fee.

A. Application shall be made on forms furnished by the Building Official and shall include the following:

- 1) Description of the work to be covered by the permit for which application is to be made.
 - 2) Description of the land on which the proposed work is to be done (i.e., lot, block, track, street address or similar description) that will readily identify and locate the work to be done.
 - 3) Indication of the use or occupancy for which the proposed work is intended.
 - 4) Elevation of the 100-year flood.
 - 5) Elevation (in relation to National Geodetic Vertical Datum) of the lowest floor (including basement) of buildings or of the level to which a building is to be flood proofed.
 - 6) For buildings being improved or rebuilt, the estimated cost of improvements and market value of the building prior to the improvements.
 - 7) Such other information as the Building Official deems reasonably necessary (e.g., drawings or a site plan) for the purpose of this chapter.
-
13. **Bankrupt, Fire & Closing Out Sales.** No person should publish or conduct any sale without a license.

Application procedure for licenses:

An application for a license must be made to the City Clerk in writing verified by the applicant to the City Clerk for approval. An application for a license should include the following:

- A. Location.
- B. Advertising methods.

PERMIT EXEMPTED WORK

1. A building permit is not required for the following:

- A. Oil derricks
- B. Moveable cases, counter and partitions not over 5 feet high
- C. Retaining walls which are not over 4' in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding flammable liquids.
- D. Water tanks supported directly upon grade if the capacity does not exceed 5000 gallons and the ratio of height to diameter or width does not exceed two to one.
- E. Decks less than 6 inches above grade.
- F. Painting, papering and similar finish work
- G. Temporary motion picture, television and theater stage sets and scenery.
- H. Window awnings supported by an exterior wall of Group R, Div. 3 and Group M Occupancies when projecting not more than 54 inches.
- I. Swimming pools with a depth less than two feet.
- J. Accessory structure less than 120 square feet.

Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above exempted items.

2. A mechanical permit shall not be required for the following:

- A. A portable heating appliance, portable ventilating equipment, portable cooling unit or portable evaporative cooler.

- B. A closed system of steam, hot or chilled water piping within heating or cooling equipment regulated by City Code.
 - C. Replacement of any component part or assembly of an appliance which does not alter its original approval and complies with other applicable requirements of City Code.
 - D. Refrigerating equipment which is part of the equipment for which a permit has been issued pursuant to the requirements of City Code.
 - E. A unit refrigerating system
3. A plumbing permit will not be required for the following:
- The stopping of leaks in drains, soil, waste or vent pipe, provided, however, that should any trap, drainpipe, soil, waste or vent pipe be or become defective and it becomes necessary to remove and replace the same with new material in any part or parts, the same shall be considered as such new work and a permit shall be procured and inspection made as hereinbefore provided. No permit shall be required for the cleaning of stoppages or the repairing of leaks in pipes, valves, or fixtures, when such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixture.
4. Electrical permit will not be required for the following:
- A. Grounding
 - B. Replace individual receptacles/switches when not GFCI required
5. Some signs are exempt from the sign permit requirements
6. Zoning permits will not be required for the following:
- A. Accessory building less than 120 square feet
 - B. Retaining walls less than 4 feet in height
 - C. Essential service building or structure
 - D. Platform or walk not more than 30” above grade and less than 5 feet square
 - E. Swimming pools less than 2 feet in depth

Appeal Information

ZONING APPEALS. Upon determination from the Zoning Administrator that a variance is necessary for building/zoning permit use, the following must be noted:

1. Applicant must come to the Inspection Department and sign applicable forms.
2. See current fee schedule for hearing fee.
3. Public hearing is held.
4. Decision made by Zoning Board of Adjustment.

BUILDING CODE BOARD OF APPEALS - In order to determine the suitability of alternate materials and methods of construction and provide for reasonable interpretations of the provisions of the Municipal Code, a Building Code Board of Appeals was created.

SIGN APPEALS. Appeals of decisions regarding the placement of signs in public right-of-way should be taken to the Inspection Department.

RIGHT-OF-WAY USE

Encroachment Permit: An application for an encroachment permit can be obtained from the Inspection Department. The application shall be accompanied by a site plan which accurately shows the location, height, nature and extent of *all* proposed objects or improvements within the encroachment area. The site plan should also include all existing fixed features such as trees, sign posts, fire hydrants, etc. within twenty (20') feet of the encroachment area.

APPLICATION CHECKLIST

The applicant must file a complete set of building plans, a plot plan, and a building permit application form. The application form is available at the Inspection Department in the Municipal Building. The application form and plans should be complete, clear, and concise. Time spent at this stage planning the project, building and site layout, etc., in detail cannot only smooth the construction process, but, also, create the efficient building and site you wish to own or market.

To assist you and City Staff in ensuring the completeness of your plans, the following checklist is provided:

Plot Plan

- Owner's Names/Addresses/Phone Numbers
- Lot Address
- Legal Description of Property & Zoning
- Lot Lines & Dimensions
- Easements; Location, Size & Purpose
- Utility Mains & Services (size, location, material)
 - Water W/valves & hydrants
 - Sanitary Sewers W/Manholes
 - Storm Sewer W/Intakes & Manholes
 - Electric
 - Gas
 - Telephone
 - CTV
- Building(s), Location(s), Dimensions, & Size(s)
- All yards & setbacks
- % Occupation of rear yard by accessory buildings
- Existing and proposed sidewalks
- Curb cut/Driveway width/location (separate permit)
- Finish grading/drainage – effect on neighbors
- If applicable, flood plain location & elevation, and lowest floor level elevation (special permit required)

Building Plans

- Building/Addition
- Elevation Views – Bldg. Height
- Overall Building Dimensions
- Room Layout, Sizes and Use
- Window Locations, Sizes & Depths, Footing Tile
- Type of Construction
 - Exterior Finish
 - Frame
 - Interior Finish

Home Heating Index

Spans & Member Sizes & Materials

- Rafter
- Ceiling
- Floor/Ceiling

- Floor
- Beams
- Columns

- Insulation
 - Ceiling
 - Walls

- Details
 - Fireplaces/Wood Stoves
 - Decks/Porches
 - Stairways
 - Estimate of Cost
 - Other (indicate)
- Mechanical (Separate Permit)
 - Equipment Sizes/Locations
 - Vents
 - Equipment
 - Misc.
 - Duct Work

- Plumbing (Separate Permit)
 - Meter Locations (gas, water)
 - Fixtures
 - Water Heater
 - Vent Sizes, Locations
 - Clean Outs
 - Floor Drains
 - Sump Location

- Electric (Separate Permit)
 - Service Size/Location/# Circuits
 - Fixtures
 - Outlets/Switches
 - Ground Fault Protection
 - Smoke Detectors

Please be aware this list is not complete in guaranteeing code compliance and should merely be used as a guide in preparing plans. Also,

many of these items could involve changes subject to field conditions and in these cases the City Inspector should be notified.

(Attach Current Fee Schedule)