APPROVED
DISAPPROVED (Reference Code No._____)

Certificate of Occupancy No. _____.

Design Guidelines review needed: Y or N
Design Committee Approved:  Y or N        Date:_____

APPLICATION NO. _____
FILING DATE _____
FEE $ _____
DATED _____
Zoning Admin. Initialed _____
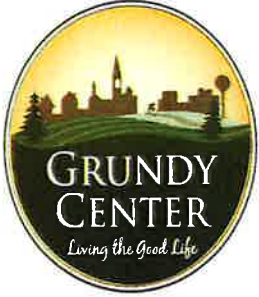
# Application for Building Permit
# Grundy Center, Iowa.

INSTRUCTIONS: This application must be filled out in its entirety and accompany a drawing or plat, showing the lot plan, street and house number, location of all buildings, proposed buildings or additions with dimensions of both lot and buildings. Be sure that all blanks are completed and that the application is typed or printed. Failure to comply with these instructions can result in rejection of this application. Fees and legal descriptions can be obtained form the office of the City Clerk. **You will not receive your permit until it has been paid for.  You cannot start your project before you receive your permit.  A permit will not be issued until a silt fence is erected at your building site.** The normal amount of time for issuance is 3 to 4 working days.

To: The City Zoning Administrator/Building Inspector
    Grundy Center, Iowa 50638                        Date of Application_____

Name of Permit Holder _____ Phone_____
Owner of Construction Site_____ Phone_____
Owner's Address_____
Contractor's Name_____ Phone_____
Contractor's Mailing Address_____
Does Contractor have proof of registration and a certificate of insurance filed with the City Clerk?
_____
If not, contact City Clerk at (319) 825-6118.

Address of Construction Site_____
Legal Description
_____
_____
_____

Lot Dimensions_____
Construction Site_____

Brief Description of Construction_____
Height of Construction_____
Estimated Cost of Project_____
Will a Special Exception or Variance be required?  Yes / No If yes, explain on below.

_____

Will you need:  Curb Cut_____          Temporary Electrical Installation _____
New permanent electrical installation_____          New Water Hookup_____.
New Sewer Hookup_____          Any Easements on Property_____

If yes, explain type of easement and location

_____
_____
_____

## Building Inspection Rules and Scheduling

The City of Grundy Center's Zoning Administrators are Dean and Darrel Shuey. We need to call them when there are inspections. When you are ready for an inspection(s) call: 825-6118. The City requires **at least 24 hour notice** (1 day lead time) for scheduling of an inspection. **It is the responsibility of the property owner and-or the contractor to call for ALL inspections. The building permit issued will contain a list of required inspections.**
**The permit holder understand that they are responsible for construction which complies with the Uniform Building Code as called for in the City Code of Grundy Center.** The permit holder further understands that they are responsible for contacting Iowa One Call **BEFORE DIGGING.** The number for Iowa One Call is: **1-800-292-8989.**
The permit holder understands they are responsible for compliance with all Uniform Traffic Code requirements. The permit holder understands that the energy codes are part of the State Building Code, making it mandatory for all cities to enforce. By signing below the permit holder agrees that the information submitted is accurate and all instructions are understood and will be complied with. The issuance of the building permit in no way makes the City liable for noncompliance with the Grundy Center City Code.

| RESIDENTIAL ZONED PROPERTY | | COMMERCIAL ZONED PROPERTY | |
|---|---|---|---|
| **COST OF PROJECT** | **FEE** | **COST OF PROJECT** | **FEE** |
| $0.00 to $8,000.00 | $40.00 | $0.00 to $8,000.00 | $40.00 |
| $8,000.01 and over | ½% (.005) of project cost | $8,000.01 - $100,000.00 | ½% (.005) of project cost |
| | | $100,000.01 - $500,000.00 | ¼ % (.0025) of project cost |
| | | $500,000.01 and over | 1/10% (.001) of project cost |

Signature of Permit Holder _____ Date_____

Additional information or explanation -

_____
_____
_____
_____

For Zoning Administrator use only:
□#1: Initial                    □#6 Insulation
□#2 Trench/Footing              □#7 Flatwork (can be more than one)
□#3 Foundation                  □#8 Curb Cut
□#4 Framing                     □#9 & 10: Final
□#5 Mechanical

CITY OF GRUNDY CENTER

703 F Avenue, Suite 2

Grundy Center, IA  50638   319-825-6118

Property Owner: _____

Property Address: _____

Contractor Name: _____

## Building Inspection Schedule

It shall be the responsibility of the undersigned to request that all standard inspections be made according to the following schedule:

### #1: Initial

This inspection is the be made when stakes are set out but BEFORE digging to determined proper setbacks, distance from property lines, location of buried utilities, etc.  Iowa 1 call contacted?

### #2: Trench/Footing

This inspection is to be made when the trench has been dug but BEFORE POURING CONCRETE.  Footings, water, sewer, and electrical stub location are discussed and tile lines.

### #3: Foundation

This inspection is to be made after the foundation is waterproofed, but BEFORE backfilling.

### #4: Framing

This inspection is to be made after all framing, fire blocking, bracing, and the roof are roughed in, and all openings for heat runs are cut in the floor and walls, but BEFORE any sheetrock or paneling is applied.

### #5: Mechanical

This inspection is to be made when the wiring is roughed in and most of the mechanical services are in place, i.e. furnace, water heater, fireplace.

### #6: Insulation

This inspection is to be made before the drywall is installed.

### #7: Flatwork (can be more than one)

This inspection is to be made when the forms are set but BEFORE concrete is poured.

### #8: Curb Cut

This consultation is to be made when the lines are drawn for the curb cut but BEFORE the cut is made.  Approval for finished curb cut made on temporary or final inspection.
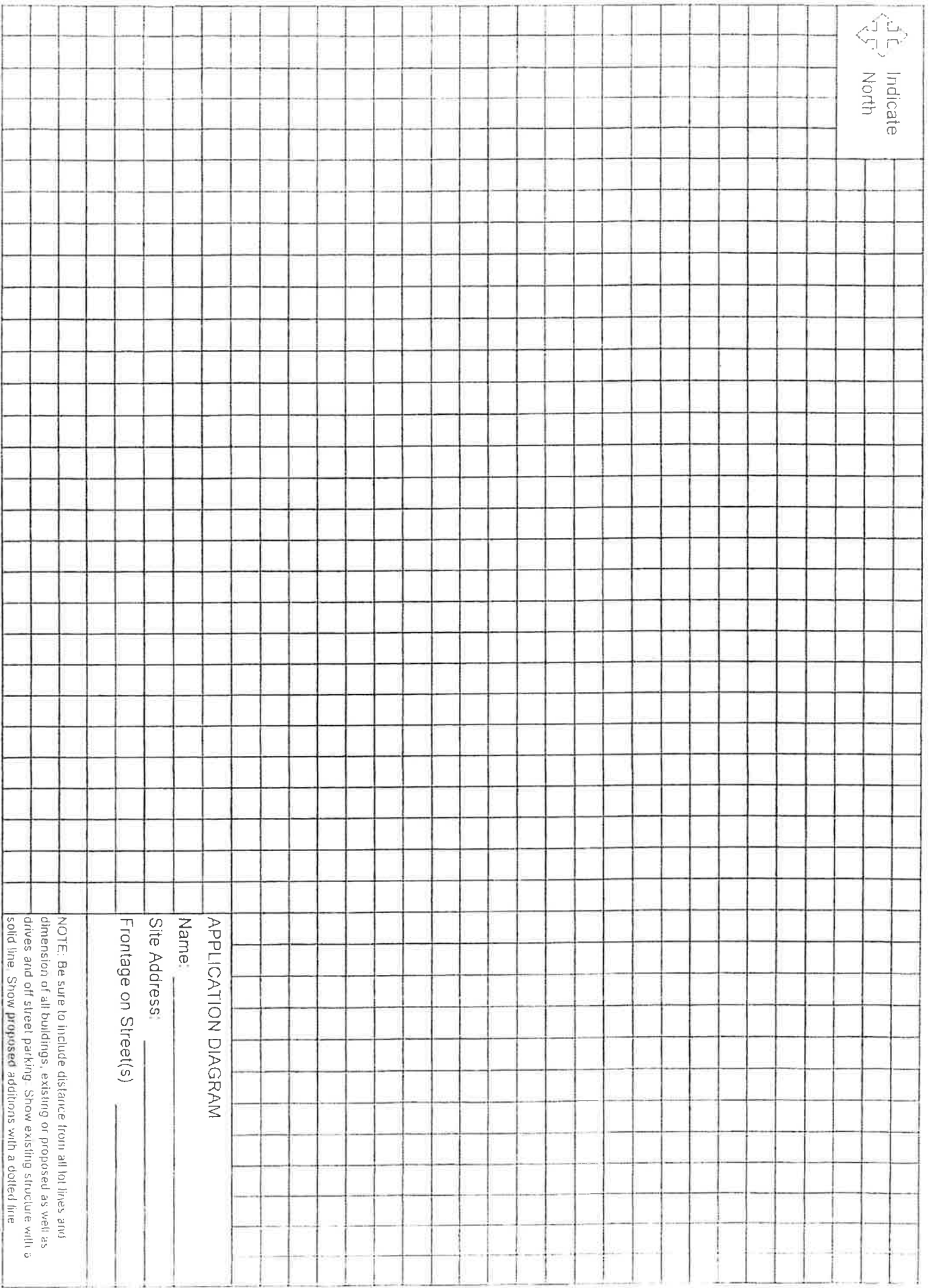
### #9&10: Final

No structure intended for living quarters shall be occupied or used until a final inspection has been made. Temporary approval can be made as necessary.

**When you are ready for inspections, call City Hall at 825-6118, or Darrel Shuey at 319-269-5030, or Dean Shuey at 319-290-1648, a 24 hour notice appreciated.**

Indicate North

## APPLICATION DIAGRAM

Name: _____

Site Address: _____

Frontage on Street(s)

_____

_____

NOTE: Be sure to include distance from all lot lines and dimension of all buildings, existing or proposed as well as drives and off street parking. Show existing structure with a solid line. Show **proposed** additions with a dotted line.