City of Neola
BUILDING PERMIT APPLICATION

(This Section For Official Use Only)

Building Permit Number:	**Date Applied:**

SECTION 1: LOCATION

Address:

Assessor's Parcel:

SECTION 2: PROPOSED WORK (CHECK ALL THAT APPLY)

New Construction- Commercial, Industrial Civic, or Multi-Family ☐	**New Residential Construction** ☐

Existing Building	**Electrical** ☐	**Mechanical/HVAC** ☐	**Work in Right-of-Way** ☐
Structural Repairs ☐	Entrance Panel ☐	Furnace ☐	Water Connection ☐
Room Addition ☐	_____Amps.	Radiant BaseBd ☐	Water Stop-Box ☐
Roofing/Gutters ☐	Underground ☐	Water Heater ☐	Sewer Connection ☐
Siding/Windows ☐	Overhead ☐	Heat Pump ☐	Sidewalk ☐
Interior Alterations ☐	Water Heater ☐	Fire Place ☐	Trees/ Landscaping Plant/Remove ☐
Basement Finishing ☐	Rewiring ☐	A/C ☐	Other_____ ☐

Plumbing ☐	**Paving** ☐	**Detached Garage** ☐ **Shed** ☐	**Demolition** ☐
General ☐	Court or Patio ☐	**Deck** ☐ **Porch** ☐	Asbestos Test (if required) ☐
Fire System ☐	Driveway ☐	**Fence** ☐ **Retaining Wall** ☐	Asbestos Removal (if required) ☐
Landscape Irrigation ☐	Sidewalk ☐		**Excavation more than 4″** ☐

Sign ☐

☐ Awning Sign-Detached ☐ Directional Sign ☐ Electronic Sign ☐ Incidental Sign ☐ Off-Premises Sign ☐ Monument Sign
☐ Portable Sign ☐ Projecting Sign ☐ Residential Sign ☐ Roof Sign ☐ Temporary Sign ☐ Wall Sign

Other ☐ Specify:

Are building plans and/or construction documents being supplied as part of this permit application? Yes ☐ No ☐

Brief Description of Proposed Work:

SECTION 3: ZONING AND FLOODPLAIN MANAGEMENT

Zoning Class	**SFR** ☐ **UDR** ☐ **FMU** ☐ **TC** ☐ **HC** ☐ **GCI** ☐ **AR** ☐ **PUD** ☐
Current Occupancy or Use: **Residential**	Proposed or New Occupancy/Use: **Residential**

Primary Structure Regulations

Lot Area:	Lot Width:	Front Yard:	Rear Yard:
Building Height:	Building Width:	Street Side Yard:	Interior Side Yard:

Accessory Structure Regulations

Front Yard:	Rear Yard:	Building Height:
Street Side Yard:	Interior Side Yard:	Distance Between Primary Structure:

General Regulations

Proposed Building Coverage **N/A**	Proposed Impervious Surface Coverage %
Proposed Lot Area Per Unit **N/A**	Downtown Property Yes ☐ No ☐

Special Use Yes ☐ No ☐	Special Use Description:
Variance Yes ☐ No ☐	Variance Description:
Nonconforming Permitted Use Yes ☐ No ☐	Nonconforming Description:

Property Located in a Designated Floodway? Yes ☐ No ☐ Identify Zone:

SECTION 4: ADJACENT PROPERTY OWNERS
IF NECESSARY - Please provide the name of the adjacent property owners so they may be contacted for lot line verification.

Name (print)	No. and Street	City/Town Zip Code -	- - - Telephone Number
Name (print)	No. and Street	City/Town Zip Code -	- - - Telephone Number
Name (print)	No. and Street	City/Town Zip Code -	- - - Telephone Number
Name (print)	No. and Street	City/Town Zip Code -	- - - Telephone Number

SECTION 5: APPLICANT INFORMATION

Name of Applicant

Name (print)	No. and Street	City/Town Zip Code -

Name of Applicant Representative

Name (print)	Title	Telephone Number	e-mail address

Street Address	City/Town	State	Zip Code

General Contractor

Company Name

Name of Person Responsible for Construction		License No. and Type if Applicable
Street Address	City/Town	State Zip Code -

- - x Business Phone	- - Cell Phone	e-mail address

SECTION 6: CONSTRUCTION COSTS AND PERMIT FEE

Item	Estimated Costs: (Labor and Materials)
Building/Construction	$
Electrical	$
Plumbing	$
Mechanical	$
Garage/Shed/Porch/Deck	$
Fence/Retaining Wall	$
Work in Right-of-Way	$
Sign	$
Paving	$
Demolition	$
Other	$
Total Cost	$

Total Contract Amount =

Building Permit Fee (Contract x 1%)=

Note: Minimum fee = $50.00; Max fee $750.00

SECTION 7: SIGNATURE OF BUILDING PERMIT APPLICANT

By entering my name below, I hereby attest that all of the information contained in this application is true and accurate to the best of my knowledge and understanding.

Electronic Signature (Please type name)

Manual Signature =

Printed Name	Date

Submittal Guide

The checklist below is a compilation of the documents that may be required for your application. Please provide all required documents as soon as possible in order to expedite the permit issuance process.

Checklist for Construction Documents*

		Mark "x" where applicable			
Item	**Full Plans**	**Schematic/Drawing**	**Inspection**	Survey	**Other**
New Con.- Comm., Ind., Civic, or Multi-Fam.	Yes	No	Yes	Yes or agreement w/ neighbors	Site Plan
New Con.-Residential	Yes	No	Yes	Yes or agreement w/ neighbors	
Existing Building	Yes, if structural	Yes, if not structural	Yes	No	
Electrical	No	If inspector requires	Yes	No	
Mechanical/HVAC	No	If inspector requires	Yes	No	
Plumbing	No	If inspector requires	Yes	No	
Work in the Right-of-Way	No	No	Yes	No	
Floodplain	Yes, if new or structural	Yes, if not new or structural	Yes	Yes or agreement w/ neighbors	Certified Elevation; Appendix 2
Paving	No	Yes	Yes	Yes or agreement w/ neighbors	
Detached Garage or Shed	If inspector requires	Yes	Yes	Yes or agreement w/ neighbors	
Deck or Porch	If inspector requires	Yes	Yes	Yes or agreement w/ neighbors	
Fence or Retaining Wall	If inspector requires	Yes	Yes	Yes or agreement w/ neighbors	
Signage	If inspector requires	Yes	Yes	Yes or agreement w/ neighbors	
Excavation	No	No	Yes	No	Grading Plan with at least 2' contours
Demolition	No	No	Yes	No	Appendix 1

Licenses Professional Contact Information (Architect or Engineer)

Name (Registrant)	- - x Telephone Number	e-mail address	License No	
Street Address	City/Town	State Zip Code -	Discipline	Exp. Date
Name (Registrant)	- - x Telephone Number	e-mail address	License No	
Street Address	City/Town	State Zip Code -	Discipline	Exp. Date
Name (Registrant)	- - x Telephone Number	e-mail address	License No	
Street Address	City/Town	State Zip Code -	Discipline	Exp. Date

Appendix 1
(For complete demolition only)

For the demolition of structures the building permit applicant shall attest that utility and other service connections are properly addressed to ensure for public safety.

Please fill in the information below and submit this appendix with the building permit application. The building permit applicant attests under the pains and penalties of perjury that the following is true and accurate.

Property Location

-

No. and Street City/Town Name of Building (if applicable)
Zip Code

Assessor Map # Block # and/or Lot #

For the above described property the following action was taken:

Water Shut Off and Capped? Yes ☐ No ☐

Sewer Capped? Yes ☐ No ☐

Gas Shut Off and Capped? Yes ☐ No ☐

Electricity Disconnected? Yes ☐ No ☐

Absestos Test Required? Yes ☐ No ☐ Absestos Test Complete? Yes ☐ No ☐

Absestos Removal Required? Yes ☐ No ☐ Absestos Removal Complete? Yes ☐ No ☐

FLOODPLAIN DEVELOPMENT APPENDIX 2

Type of Development::

Filling _____ Grading _____ Excavation _____ Routine Maintenance _____

Minor Improvement _____ Substantial Improvement _____ New Construction _____

Description of Development:

_____

_____

Addition or modification to existing non-conforming structure? Yes____ No____ Assessed value of structure_____

Elevation of the 100 year (Base) flood_____ MSL/NGVD

Source of base flood elevation (FIRM or other)_____

Elevation of the proposed development site (natural ground)_____MSL/NGVD

Required elevation/floodproofing level for lowest floor _____ MSL/NGVD

Proposed elevation/floodproofing level for lowest floor (including basement)_____MSL/NGVD

This permit is issued with the condition that the lowest floor (including basement) of any new or substantially improved residential building will be elevated at least 1.0 foot above the 100 year (base) flood elevation. If the proposed development is a non-residential building, this permit is issued with the condition that the lowest floor (including basement) of a new or substantially improved non-residential building will be elevated or flood proofed to at least 1.0 foot above the 100 year (base) flood elevation.

Certification by Iowa Licensed professional engineer, architect, or surveyor:

Name _____ Title:_____

Address_____
City, State, Zip

Signature_____Date:_____

Certification No. _____ Phone No. _____