

BUILDING PERMIT APPLICATION

***IMPORTANT** - Complete All Information Requested and Include **SITE PLAN & BUILDING PLAN(S)**



Submit **COMPLETED** Applications to:

depcityclerk@madridiowa.org or

City of Madrid

304 S Water St

Madrid, IA 50156 (phone)515-795-3930 (fax) 515-795-2333

	NAME	ADDRESS	PHONE NUMBER
Owner			
Contractor			
Architect/Engineer			

	NAME	E-MAIL ADDRESS	PHONE NUMBER
Primary Contact			

Legal Description of Property _____

Building Address _____

Description of Work _____

Basement Finish (SF) _____ Deck (SF, Covered/ Uncovered) _____

Estimated Cost of Work _____ Size (Sq. Ft.) _____

The final determination of value for calculating the permit fee will be made by the building official.

<u>CONSTRUCTION FEES/PERMITS</u>	<u>FEE</u>	<u>RECEIPT NO.</u>	<u>DATE PAID</u>	<u>PERMIT NO.</u>
BUILDING PERMIT	_____	_____	_____	_____
PLAN REVIEW	_____	_____	_____	_____
OTHER	_____	_____	_____	_____

***Trade Permits are not included in the building permit costs and must be completed and submitted separately. ***

CITY FEES/PERMITS (tax not included)

WATER METER, WITH HARDWARE (3/4" - \$197.50) ...	_____	_____	_____	_____
WATER METER, WITH HARDWARE (1" - \$319.00)	_____	_____	_____	_____
IRRIGATION METER (3/4" - \$197.50; 1" - \$319.00)	_____	_____	_____	_____
WATER TAPPING FEE (\$1000.00).....	_____	_____	_____	_____
SENSUS AUTOREAD MXU (\$177.00)	_____	_____	_____	_____
STREET OPENING (\$500 DEPOSIT).....	_____	_____	_____	_____

It is the responsibility of the applicant to ensure the completion of application.

The owner of this building and the undersigned agree to conform to all applicable laws of the City of Madrid and the State of Iowa.

By signing and submitting this permit, I am aware that I am liable for all permitting and plan review fees, regardless of proceeding with the project.

Signature of Applicant _____ Print Name _____ Application Date _____

DO NOT WRITE IN SPACE BELOW - FOR OFFICE USE ONLY

FOR INSPECTIONS CONTACT: SAFE BUILDING: 515-333-4161

Work Authorized by This Permit Must Begin Within 6 Months of Permit Approval Date.



Approved By _____ Valuation _____ Approval Date _____

Notes:



BUILDING PERMIT APPLICATION AND INSPECTION PROCEDURE

All new construction, remodels, additions, enlargements, repair, moving, removal, conversion, demolition, and alterations require a building permit, as well as decks, fences, signs, and sheds. A trade permit is required for all plumbing, electrical, and mechanical work.

The application for a building permit must be filled out completely including complete contact information and must include the following:

- A scalable set of building plans. Electronic plan files are acceptable and encouraged.
- Site plans that include property lines, existing structures, location of existing structures with measurements to property lines and other structures and location of proposed building or structure.
- Description of work to be performed.
- 2012 IECC Energy Compliance information: Prescriptive, Trade Off (ResCheck), Performance (HERS)
- Trade permits for any electrical, mechanical or plumbing work completed.

All work must conform to the applicable building code and/or City Ordinances.

Work must not commence until all associated fees are paid and an approved building permit issued. A preconstruction conference with the building official may be required prior to the issuance of the permit.

When all requirements have been met, a permit will be issued. A permit is valid for 1 year and work must commence within 180 days from date of issuance.

Required Inspections: (some circumstances may require additional inspections)

INSPECTION	NOTES
Footing.....	Prior to pouring concrete
Foundation.....	Prior to pouring concrete
Sewer/Water/Storm	According to City specifications
Groundwork Plumbing	Wet test required, weather permitting - Prior to pouring concrete
Plumbing	Prior to interior wall finish. Wet test required, weather permitting
Electrical	Temp pole prior to meter release, Rough in prior to insulation and meter release
Mechanical	Prior to insulation
Framing	Prior to insulation
Sidewalk/Approach	According to City specifications
Final	No structure may be occupied until a Certificate of Occupancy is issued

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

One business day notice is requested on all inspections. Inspections will be completed by the end of the next business day if one day's notice is provided. All attempts will be made to accommodate same-day inspections, but a same-day inspection cannot be guaranteed. **It is the responsibility of the permit applicant to alert the building inspector and schedule necessary inspections or to cancel or reschedule an existing scheduled inspection for any reason.** A trip charge may be assessed if you are not ready at the time of the scheduled inspection and a reinspection is required.

By following these guidelines, the proper inspections can be completed in a timely manner with minimal disruption of your work schedule. Please call Safe Building with any questions about this process, building code or inspection results.

SITE PLAN

Number of Buildings Now on Lot _____ Use of Buildings Now on Lot _____

Proposed Use for New Improvement _____

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text. It is intended for the drawing of the site plan.