

TRADE PERMIT APPLICATION

CITY OF Windsor Heights

Deputy City Clerk Nate Leuthold
1145 66th Street, Suite 1
Windsor Heights, IA 50324
(515) 645-6826 – nleuthold@windsorheights.org

Job Address: _____

Plat and Lot # _____ Zoning: _____
(If available)

Use of Building: _____

Description of Work: _____

Occupant Name: _____ Email Address: _____ Phone: _____

Owner Name: _____ Email Address: _____ Phone: _____

Contractor Name: _____ Email Address: _____ Phone: _____

Contractor State License Number: _____ MASTER LICENSE #: _____
(if applicable)

Architect or Designer: _____ Email Address: _____ Phone: _____

Engineer: _____ Email Address: _____ Phone: _____

All payments should be made to the City of Windsor Heights. Payment is due with application.

Please mark all permits you are applying for.

- Temporary Electric Service _____ \$75
- Electric - All Other _____ \$75
- Plumbing _____ \$75
- Mechanical _____ \$75

By signing below, the applicant understands and agrees to the following:

ALL WORK MUST BE INSPECTED! No work is to be concealed or covered until approved by the inspector. Work that is not inspected is considered unapproved. The permit applicant is responsible for contacting Safe Building at 515.333.4161 a minimum of 1 business day in advance to schedule any inspection.

Permits are non-transferable. This permit will expire one year from the approval date or if work does not begin or is abandoned for 180 days. In the event that a permit expires, a new permit must be obtained. Where work is begun before a permit is approved the permit fee will be **doubled**.

Work must be performed by a State of Iowa licensed contractor. Contractor is presumed knowledgeable of the applicable Code. Questions can be directed to Safe Building at 515.333.4161.

Signature of Applicant: _____ Date: _____

Please Print Name: _____

When signed below and dated, this becomes your approved permit.

APPROVED: _____ Date: _____

PLEASE NOTE:

