

City of Norway

BUILDING PERMIT



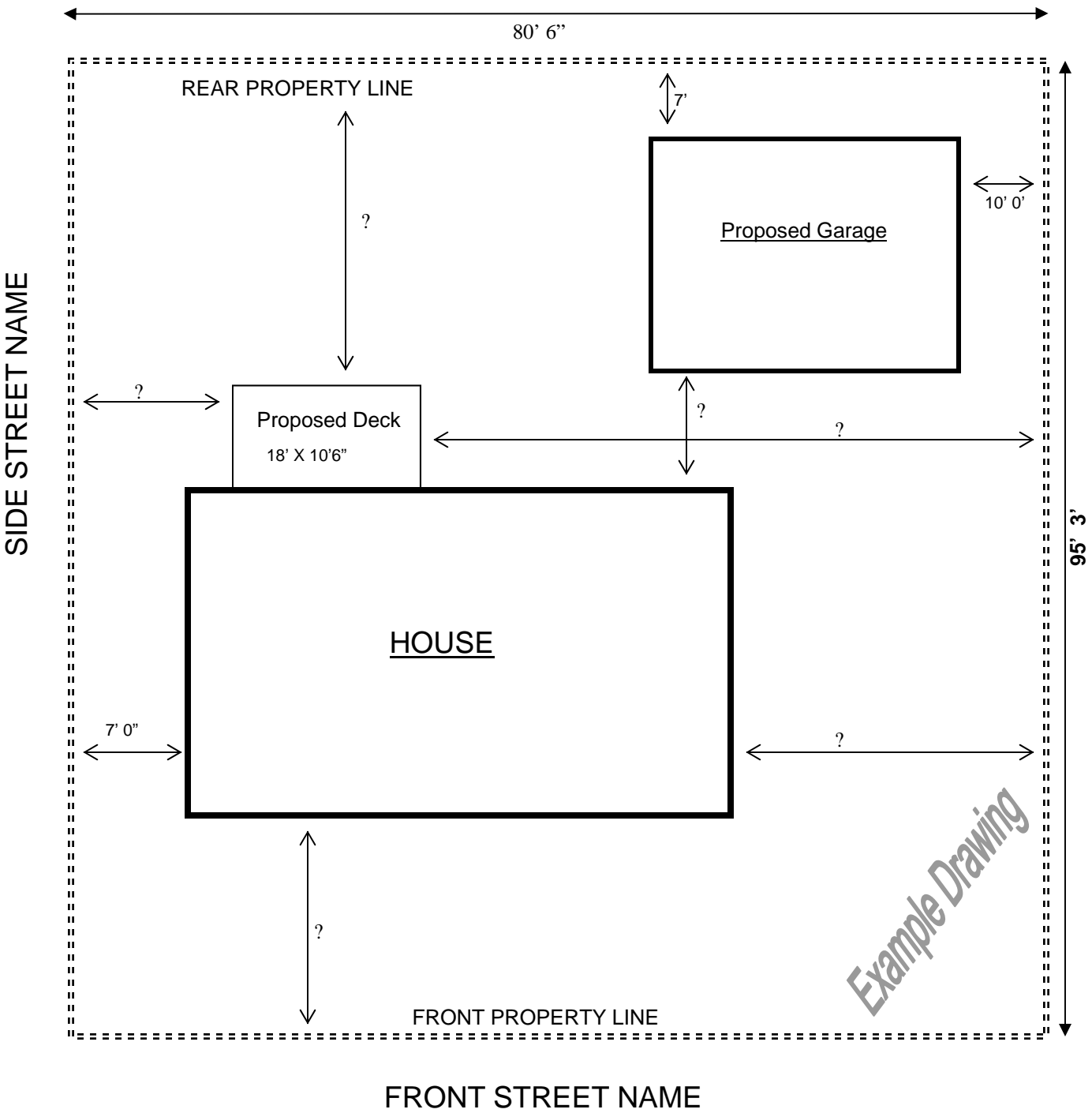
108 Railroad Street Norway, IA 52318 | City Clerk Wendy Erger Ph: 319-227-7351 | norwaych@southslope.net

Building Shed Deck Covered Deck Pool Other

ATTACH SITE PLAN, DRAWINGS, AND/OR BUILDING PLANS

JOB SITE		BUILDING SQUARE FOOTAGE	
ADDRESS: _____		Level 1 _____	Pool Size _____
NAME: _____		Level 2 _____	Deck sqft _____
DATE: _____		Finished _____	Garage/Shed _____
PLAT# _____ LOT# _____		Unfinished _____	
DEVELOPMENT NAME: _____		DESCRIPTION OF PROJECT:	
Commercial Industrial Public One Family Two Family Multi. _____		*Fences placed in a drainage easement must not inhibit the flow of water. The fence, wall or hedge shall be raised at least 3-inches above the ground.	
Property is in a Flood Pain Yes No Minimum Elevation MPE _____			
Complies with City PUD and Architectural Standards Initial here: X _____			
Owner			
Name _____	Email _____		
Contractor		PERMIT FEES	
Address _____	Fax No. _____	BUILDING	\$ _____
City _____	Telephone No. _____	SHED	\$ _____
State/Zip _____	Cell No. _____	DECK	\$ _____
Architect-Engineer		POOL	\$ _____
Name _____	Email _____	HOME BASE IOWA DISCOUNT 10%	\$ _____
Address _____	Fax No. _____	TOTAL PERMIT FEE	\$ _____
City _____	Telephone No. _____	ADDITIONAL ACKNOWLEDGEMENTS	
State/Zip _____	Cell No. _____	<ul style="list-style-type: none"> Except as provided by law, where any work has been started prior to obtaining this permit, the regular fee shall be doubled. This permit shall expire if work has not commenced or has been abandoned for 120 days. ALL WORK MUST BE INSPECTED. It is the responsibility of the permittee to call for inspections. No work shall be concealed or covered until approved by the inspector. The permittee acknowledges they are proficient in the performance of the work covered by this permit. Fill out this application and return to City Hall or Email: norwaych@southslope.net 	
Sub-Contractors		SIGNATURE OF OWNER OR AGENT	
Company Name: _____	Phone: _____	<div style="border: 1px solid black; padding: 5px;"> X _____ DATE: _____ </div> <p style="color: red; text-align: center; font-weight: bold;"> To schedule an inspection, or have any questions please call Veenstra & Kimm at 515-850-2980. Email: BuildingInspection@v-k.net A 24 hour inspection notice is needed. </p> <p> <input type="checkbox"/> Payment Received Date: _____ Amount: \$ _____ </p>	
Company Name: _____	Phone: _____	ISSUED BY: _____ DATE: _____ BUILDING OFFICIAL	
Company Name: _____	Phone: _____		
Company Name: _____	State Lic. # _____		
Company Name: _____	State Lic. # _____		
Company Name: _____	State Lic. # _____		

Example Site Plan



Site plans shall include distances from all building to all lot lines and distances from building to building.



BUILDING PERMIT PROCESS

A Step by Step Guide

The City Hall is your one-stop spot for a building permit.

The City Hall uses staff from Veenstra & Kimm Inspection Division.

Why does the City issue building permits and how do I benefit by getting one?

Permits are for your safety. The City issues permits to monitor all construction projects for safety and to ensure that all buildings meet minimum standards. These minimum standards protect occupants and neighbors not only in everyday living, but also in case of emergencies and natural disasters. Also, work done without a permit is illegal and can pose serious complications for your fire and homeowner's insurance or for you when you sell your home. By obtaining a Building Permit, you avoid legal and financial liabilities.

When do I need a building permit?

Typically, **ALL** new home construction, remodeling, alterations, and room additions need building permits. You must also obtain electrical, plumbing, and mechanical permits when installing, altering, or replacing electrical wiring, outlets, and service panels; gas and water lines, outlets, drains, water heaters, furnaces and air conditioners. If you are unsure, call Veenstra & Kimm at 515-850-2980.

Some common outdoor improvements that also need building permits are:

1. Retaining walls over 4 feet tall
2. Patio covers
3. Decks
4. Swimming pools and spas
5. Solar energy collection units
6. Storage buildings over 120 square feet
7. Garages and carports
8. All fences



How does the permit process work?

You or your contractor will submit your application and drawings to City Hall staff.

The City Building Official reviews your drawings and inspects each phase of construction for safety and conformance to the building, plumbing, electrical, and mechanical codes.

The Building Official looks at the placement of new structures on property boundaries to verify zoning requirements such as lot size and coverage, density, building setbacks, and height limit for your neighborhood. Zoning restrictions may require a Use Permit or Variance.

What types of plans do I need?

For construction outside the existing walls of your home (e.g., a room addition), you will need the following drawings:

- Plot Plans showing the property lines, existing structures, easements, north arrow, and streets
- Floor Plans labeling the size and location of walls, windows, doors, electrical layout, and room descriptions
- Foundation Plans showing footings and slab construction or footings and underfloor framing
- Structural Drawings explaining the connection details of the project's structural elements
- Elevations showing the outside of the house
- Section Drawings depicting a cross-section of the house
- Energy code documents, Manual J & S.

Why do I need plans?

Good drawings are one of the most important steps of your project. They will be used to value out the job, get estimates from any subcontractors, and obtain the necessary building permits. Better yet, they will give you a much clearer idea of how things will look once you are finished.

If you are doing a simple project, you may be able to do all the drawings yourself. A project that involves no new construction may only need floor plans depicting the before and after look of your house.

The City does not provide plan drawing or designing services, but the City Inspector provides handouts and information to assist you with your project.

Should I hire a contractor or do the work myself?

You may apply for a building permit as "owner/builder." If you hire a contractor, he/she is responsible for obtaining and signing the building permit.

Before hiring a contractor, verify that he/she is State licensed and possesses a certificate of insurance. You and your contractor should have a signed contract for all work.

STEPS TO OBTAIN AND FINALIZE A BUILDING PERMIT:

Step 1: Submit the permit application with plans for review.

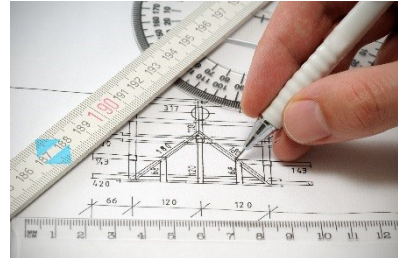
You or your contractor will submit the permit application and required plans to City Hall. The building permit application review process takes 3 to 5 business days. If corrections are needed, you will be contacted and will need to provide additional information.

Step 2: Pay fees and obtain building permits. You will be notified when your plans have been approved. Construction may begin only after your building permits have been issued, plans approved, and fees paid.

Step 3: Arrange for building inspections.

24 hour notice required for inspections, call Veenstra & Kimm Inspection Division at 515-850-2980. Inspections are required at various points during construction. Typically, inspections are required for:

- Footings, Foundation Walls and Under-slab plumbing
- Plumbing rough-in
- Electrical Rough-in
- Mechanical Rough-in
- Framing
- Final Inspection



The “rule of thumb” is to not cover anything before it has been inspected and approved.

It is the responsibility of the permit holder to notify the City Inspector when the construction work is ready for inspection. If you have any questions regarding when an inspection is required, please contact the City Building Official.

After an inspection, if corrections are required to comply with the codes, the corrections must be completed and re-inspected before continuing construction.

Step 4: Build while your permits are valid.

A building permit is valid for 180 days from the date it is issued by the Building Official.

If the start of construction is delayed, you may request an extension of your permit. A letter to the Building Official made prior to the expiration of the permit may allow you additional time to finish the project.

Step 5: Receive final approval.

When the project is completed, call for a final inspection. The City Inspector will make a final, on-site inspection of the improvement(s), sign-off on the permit(s) if all work passes inspection and issue occupancy permit if required.

Remember! The project is not complete for legal purposes or occupancy until it has passed the final inspections.

REQUIRED COMMERCIAL BUILDING INSPECTIONS

Building Inspection Department Veenstra & Kimm Inc.

3000 Westown Parkway
West Des Moines, IA 50266-1320

515-850-2980

- Initial Site Prep..... Temporary address, erosion control (silt socks), portable toilets, temporary 3" gravel driveway and dumpster on site once framing begins.
- Temp Pole All outlets to be GFCI protected (including 220V), 2 ground rods, address/label visible from street.
- Footings..... Prior to pouring concrete, after forms, re-bar and insulation (if applicable).
Special inspections may also be needed.
- Foundation Walls..... Prior to pouring concrete, all non-centered uprights tied to center.
- Sewer/Storm/Water..... Drainage pipe test with 10ft head or 5psi air, gravel bed, tracer wire on PEX with working pressure, fire line hydro test @ 200 psi for 2hrs.
- Groundwork Plumbing.. 10ft head wet test or 5psi air test for 15min, gravel bed, staked down.
- Groundwork Electric.... Pre-slab check for proper depth of conduit/cable, Ufer/ground rods.
- Shear Walls..... Inspect before vapor barrier, 3-inch nail pattern with #8's, straps.
- Plumbing Rough..... Prior to insulation, wet test with 10ft head or 5psi/15 min air test. Water lines require water test at working pressure or 100psi air.
- Electrical Rough..... Prior to insulation, Grounding/Bonding in place, wires landed at devices.
- HVAC Rough..... Prior to insulation. 1-1/2 time working pressure gas test. See IFGC406.4.
- Framing Rough..... Prior to insulation, after all mechanicals have been roughed in.
- Insulation..... Prior to drywall.
- Sidewalk & Approach.... Prior to pouring concrete, granular compacted gravel, inspect approach and city walk thickness.
- Site work..... Check of final grade, seed or sod, ROW restoration, clean street, gutters, sidewalks and ramps.
- Final..... Structure may not be occupied until all Final interior and exterior inspections have been performed. Project manager to keep records of all special inspections and submit to V&K upon completion.

Call V&K at 515-850-2980 to schedule an inspection

Inspections are between 8:00am and 4:30pm M-F

Most cities have adopted the 2015 IRC & IBC Building Codes, 2010 ADA and current State of Iowa adopted NEC Electrical Code

(State of Iowa inspects Electrical for cities listed below with an asterisk*).

**Bondurant - Cumming - Dallas Center - DeSoto - Earlham - Elkhart - Granger - LeGrand - Martensdale
Mitchellville - Norway - Osceola - Panora* - Roland - Stuart* - Woodward**

REQUIRED RESIDENTIAL BUILDING INSPECTIONS

Building Inspection Department

Veenstra & Kimm Inc.

3000 Westown Parkway
West Des Moines, IA 50266-1320

515-850-2980

Initial Site Prep..... Temp Address, Erosion Control (silt socks), Portable Toilets, Temp 3" Gravel Drive, Dumpster onsite once framing starts.

Temp Pole.....GFCI protection ALL outlets, 2 ground rods and address label visible from street.

FootingsPrior to pouring concrete, after forms, re-bar and ufer ground are set and tied.

Foundation Walls.....Prior to pouring concrete, non-centered uprights tied to center.

Deck post holes.....Prior to pouring, at least 42" deep (if attached to house.)

Tar Tile Gravel.....Prior to Backfill (**may be inspected during plumbing ground work**)

Sewer/Storm/Water.....Drainage pipe with 5ft head, 4" gravel bed, Tracer wire on PEX.

Groundwork.....5ft head wet test or 5psi for 15min air test, 4" gravel bed, staked down.

Plumbing Rough.....Prior to insulation, DWV wet test 5ft head or air test 5psi. Water lines air or water test.

Electrical Rough.....Prior to insulation, Grounding, Panel & Meter box installed, wires landed*.

HVAC Rough.....Prior to insulation

Framing Rough.....Prior to insulation, AFTER all MEP's roughed in, temp. safety railings in place and city of Bondurant requires Passive Radon system roughed in with attic outlet.

Sidewalk & Approach.....Prior to pouring concrete, granular compacted gravel, check Sidewalk width, Stop Box cap sleeved with metal if in concrete.

Final Inspections..... Site work check of final grade, seed or sod, ROW restoration, clean street and sidewalks and ramps. Structure may not be occupied until all Final Inspections have been preformed. Also for new homes, energy compliance certificate issued by 3rd party and Certificate of Occupancy has been issued by us.

|May be done together|

Call V&K at 515-850-2980 to schedule an inspection

Inspections are between 8:00am and 4:30pm M-F

Note: Some cities require water meter set **before rough-in inspections**, check with City Hall. Temporary **safety railings** are required around open stairwells **before** mechanicals are installed!

Most cities will have adopted the 2015 IRC & IBC Building Codes and current State adopted NEC electrical code.

(State of Iowa inspects Electrical for cities listed below with an asterisk*).

**Bondurant - Cumming - Dallas Center - Earlham - Elkhart - Granger - LeGrand - Martensdale
Mitchellville - Norway - Osceola - Panora* - Roland - Stuart* - Van Meter - Woodward**