

# CITY OF JEFFERSON - BUILDING PERMIT APPLICATION

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Building Permit No. \_\_\_\_\_

The undersigned hereby makes application with the Building Official of the City of Jefferson, Iowa for a permit to **Erect, Reconstruct or Alter** at the address described on this application.

There is to be made a part of this application, on the **Plot Plan Form**, a scale drawing of the outline of the proposed structure in relation to the lot lines and all required dimensions of the lot and proposed structure. Before a building permit is issued, the proposed structure and lot lines must be staked and string lined so all yard requirements can be verified.

Issuance of this Building Permit will be made solely upon the representation of the undersigned applicant. The City of Jefferson assumes no responsibility for the accuracy of the information furnished, including, but not limited to, the location of property lines. The City of Jefferson retains the right to revoke a permit invalidly issued. Further, the City of Jefferson assumes no responsibility for the consequences of a permit invalidly issued, including any rights, which may accrue to adjoining property owners and other affected citizens. Applicant further states that they are familiar with the Zoning Ordinance of the City of Jefferson and that said structure will be used for the purpose herein stated and no other. **The applicant hereby acknowledges that he/she has been informed that the State of Iowa has adopted Building Codes and that compliance with all applicable Codes is a State Law and the applicant's sole responsibility. Applicants must comply with Federal, State and local erosion control regulations.**

All commercial buildings must meet ADA Requirements. **Iowa State Plumbing Code prohibits the drainage of storm water into sewers intended for sanitary sewage use only.**

**Permit Required:** A permit shall be obtained **before** beginning construction, alteration or repairs, other than ordinary repairs. Ordinary repairs are nonstructural repairs including painting, wall finishes, roof coverings, exterior siding replacement, repairs to plumbing, mechanical and electrical systems. A permit is required for the construction of: a new building, addition, alteration, repair or replacement, garage, accessory building, deck, porch, fences and signs. A permit is also required for: driveways, sidewalks, water and sewer service connections, excavation on any city property or city right of way, moving or relocating an existing building or structure within the corporate limits of the City of Jefferson.

**Permit Application:** It is very important to complete the application in detail, so that it can be processed in a timely manner. Verifying zoning requirements and permit processing may take 2 to 5 business days. You will be contacted when your permit is ready.

Iowa law requires that all owners and occupants of homes built before 1978 are informed about **LEAD-BASED PAINT** before you **renovate, remodel, or repaint**. Contact the Iowa Department of Public Health at 800-972-2026 for additional information and forms.

**Diggers Hotline 1-800-292-8989**

Call at least 48 hours in advance, when digging.

If you have any questions, please contact the Jefferson Building Inspection Office.

Building Inspection Office  
220 N Chestnut Street  
Jefferson, IA 50129

Phone: 515-386-4660  
Fax: 515-386-4671  
Email:  
chads@cityofjeffersoniowa.org

**BUILDING PERMIT APPLICATION**

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**Owner**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

**Contractor**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_

**Project Location**

Address: \_\_\_\_\_

**Estimated Total Cost of Project:** \$ \_\_\_\_\_ (labor and materials)

**Legal Description:** Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

**Unplatted Legal Description**

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**Improvement Type:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> New Building              | <input type="checkbox"/> Addition                     | <input type="checkbox"/> Alteration-Repair-Replacement |
| <input type="checkbox"/> Garage-Accessory Building | <input type="checkbox"/> Deck-Porch                   | <input type="checkbox"/> Fence                         |
| <input type="checkbox"/> Sign                      | <input type="checkbox"/> Water-Sewer Service Connect. | <input type="checkbox"/> Excavate City ROW/Property    |
| <input type="checkbox"/> Sidewalk-Driveway         |   |  |
| <input type="checkbox"/> Other (specify)           |   |  |

Brief description of project: \_\_\_\_\_

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**Project Information** (Check all that apply)

**Type of siding material:**  Wood  Steel  Masonry  Other: \_\_\_\_\_

**Construction Type:**  Wood Frame  Steel Frame  Masonry  Other: \_\_\_\_\_

**Floor Area:** 1<sup>st</sup> Floor \_\_\_\_\_ sq. ft. 2<sup>nd</sup> Floor \_\_\_\_\_ sq. ft. 3<sup>rd</sup> Floor \_\_\_\_\_ sq. ft.

**Basement:** Finished \_\_\_\_\_ sq. ft. Unfinished \_\_\_\_\_ sq. ft.

**Heating System:**  Electric  Gas  Combination Elec./Gas  Geo-Thermal

**Water Heater:**  Electric  Gas  Other \_\_\_\_\_

**Water Service:**  City Service  Rural Service  Well

**Sewer System:**  City Service  Septic (Obtain state permit from County Sanitation Official)

**Electrical System:**  100 amp  200 amp  other \_\_\_\_\_ amp

**Temporary Electric:**  Yes  No

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# BUILDING PERMIT APPLICATION

I hereby certify that the data submitted on or with this application is true and correct, that I am the owner at this address or, that for the purpose of obtaining this approval, am acting as agent in owners' behalf. **Contractors who are registered with the Secretary of State, State of Iowa, and who carry Contractors Commercial Liability Insurance of not less than \$500,000.00 will perform all work done on this project.** When approved and numbered, this application becomes a permit to build. Granting of this permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction. This permit expires if the work is not commenced within six months from the date of issue, or if the work is not completed within one year from the date of issuance. In the discharge of duties, the Building Inspector shall have the authority to enter the building, structure or premises for the purpose of inspecting the work permitted and posting notices.

I also certify that the Plot Plan attached hereto is a true representation of this lot and accurately shows all dimensions, easements, proposed and existing structures on said lot. Any deviation from this approved Plot Plan may void the related building permit, zoning approvals or waivers. I further state that all property lines have been located by myself or by a legal surveyor for the lot located at the legal description noted on this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Building Inspection Office use only.**

**Building Permit No.** \_\_\_\_\_

Building permit fees to be collected:

**Zoning** \_\_\_\_\_

Type of improvement:

- New Building Addition Fee Based on Construction Cost
- Alteration, Repair or Replacement Fee Based on Construction Cost
- Garage – Accessory Building Fee Based on Construction Cost
- Deck - Porch Fee Based on Construction Cost

- Building (total of projects listed above) Fee: \_\_\_\_\_
- Fence \$50.00 Fee: \_\_\_\_\_
- Sign \$50.00 Fee: \_\_\_\_\_
- Driveway/Sidewalk \$50.00 Fee: \_\_\_\_\_
- Demolition \$50.00 Fee: \_\_\_\_\_
- House Movers \$50.00 Fee: \_\_\_\_\_
- Curb Cutting \$50.00 Fee: \_\_\_\_\_

Service connections required – Permit Fees

- Water Service Line Permit \$100.00 Fee: \_\_\_\_\_
- Sewer Service Line Permit \$100.00 Fee: \_\_\_\_\_
- Water System Hookup \$1000.00 Fee: \_\_\_\_\_
- Sewer System Hookup \$(Variable) Fee: \_\_\_\_\_
- Right-of-way excavation \$50.00 Fee: \_\_\_\_\_
- Other (specify \_\_\_\_\_) Fee: \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Permit:  Issued  Denied \_\_\_\_\_  
Building Official \_\_\_\_\_

Date: \_\_\_\_\_

## CITY OF JEFFERSON – PLOT PLAN FORM


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Building Permit Number: \_\_\_\_\_

**Project Location**

Address: \_\_\_\_\_



A large empty rectangular box intended for the applicant to draw the plot plan. In the bottom-left corner of this box, there is a north arrow symbol consisting of four arrows pointing up, down, left, and right, with the letter 'N' in the center.

**NOTE: It is the responsibility of the applicant to call for utility locations before any excavation or digging. (1-800-292-8989)**

BUILDING PERMIT APPLICATION

Building Official Office use only.

Building Permit No. \_\_\_\_\_

Zoning \_\_\_\_\_

**Final Inspection Signatures (if applicable)**

Y / N Building Official \_\_\_\_\_ Date \_\_\_\_\_ Approved   
Denied   
Chad Stevens 386-4660

Y / N Water Superintendent \_\_\_\_\_ Date \_\_\_\_\_ Approved   
Denied   
Kyle DeMoss 386-2611

Y / N Sewer Superintendent \_\_\_\_\_ Date \_\_\_\_\_ Approved   
Denied   
Dan Moranville 386-4711

Y / N Street Superintendent \_\_\_\_\_ Date \_\_\_\_\_ Approved   
Denied   
Dave Teeples 386-3252

Actual Project Cost \$ \_\_\_\_\_  
Initial Estimated Cost \$ \_\_\_\_\_  
Total Amount Due or \$ \_\_\_\_\_  
Credited \$ \_\_\_\_\_

**APPLICATION FOR TAX ABATEMENT UNDER  
THE CITY OF JEFFERSON URBAN REVITALIZATION PLAN**

This application is for: \_\_\_\_\_ completed improvements  
\_\_\_\_\_ intended improvements

Owner of the property: \_\_\_\_\_

Address of the property: \_\_\_\_\_

Type of improvement: (\_\_\_\_\_) New construction  
(\_\_\_\_\_) Addition  
(\_\_\_\_\_) Other

Brief description of improvements: \_\_\_\_\_

\_\_\_\_\_

Use of property prior to improvements: (\_\_\_\_\_) Residential (\_\_\_\_\_) Commercial  
(\_\_\_\_\_) Industrial/Mfg (\_\_\_\_\_) Multi-Residential  
(\_\_\_\_\_) Vacant

Use of property with improvements: (\_\_\_\_\_) Residential (\_\_\_\_\_) Commercial  
(\_\_\_\_\_) Industrial/Mfg (\_\_\_\_\_) Multi-Residential  
(\_\_\_\_\_) Vacant

Estimated or actual date of completion: \_\_\_\_\_

Estimated or actual cost of improvements: \_\_\_\_\_

If multi-unit residential property: Total number of units in building (\_\_\_\_\_)  
Units are (\_\_\_\_\_) # Rentals Total number of units in building (\_\_\_\_\_)

If units are rentals, owner must apply for abatement.

If units are owner occupied, each owner must apply for abatement on their unit.

X \_\_\_\_\_ Date: \_\_\_\_\_

All qualified real estate classified as residential, commercial or industrial is eligible to receive a one hundred percent (100%) exemption from taxation on the actual value added by improvements for a period of three (3) years. All qualified real estate classified as multi-residential is eligible to receive a one hundred percent (100%) exemption from taxation on the actual value added by improvements for a period of ten (10) years. In order to be eligible for tax abatement, the increase in actual value of the property must be at least 10%.