

CITY OF MENLO
BUILDING PERMIT APPLICATION

\$5.00

(APPLICABLE TOWARDS BUILDING PERMIT FEE UPON
APPROVAL OF PERMIT)

APPLICANT _____

DATE _____ RECEIPT# _____

NO BUILDING OR DIGGING WILL BE DONE PRIOR
TO APPROVAL OF BUILDING ADMINISTRATOR AND
CITY MAINTENANCE

STEP BY STEP PROCEDURE FOR BUILDING PERMITS

1. READ ALL INSTRUCTIONS BEFORE PROCEEDING. BE FAMILIAR WITH ANY AND ALL REQUIREMENTS OF THE CITY CODE PERTAINING TO YOUR APPLICATION. THIS IS YOUR RESPONSIBILITY! (A COPY OF THE CITY CODE IS AVAILABLE AT THE LIBRARY AND AT CITY HALL.)
2. LOCATE PROPERTY ON ENCLOSED MAP.
3. KNOW WHERE YOUR PROPERTY LINES ARE AND STAKE PROPERTY CORNERS. IF YOU CHOOSE NOT TO HAVE PROPERTY SURVEYED, ANY MISTAKES WILL BE THE RESPONSIBILITY OF THE PROPERTY OWNER.
4. KNOW YARD REQUIREMENTS AND SETBACKS.
5. FILL OUT THE BUILDING PERMIT APPLICATION. (APPLICATION MUST BE COMPLETELY FILLED OUT.)
6. DRAW VISUAL REPRESENTATION OF PROPOSED STRUCTURE, DIMENSIONS, AND SETBACKS ON THE PROVIDED FORM OR ATTACH YOUR OWN BLUEPRINT.
7. CONTACT ZONING ADMINISTRATOR
8. IF ZONING ADMINISTRATOR OR ASSISTANT INDICATES THAT A VARIANCE OR ZONING CHANGE IS NEEDED, RETURN TO CITY HALL TO OBTAIN THE APPROPRIATE APPLICATION. IF NOT REQUIRED, PROCEED WITH STEP 9.
9. WHEN APPLICATION IS APPROVED BY THE ZONING ADMINISTRATOR, OBTAIN SIGNATURE OF MAINTENANCE DEPT.
10. PAY THE BUILDING PERMIT FEE.

11. BUILDING PERMIT WILL BE ISSUED.

12. YOU NOW HAVE 180 DAYS TO BEGIN THE PROJECT AND 18 MONTHS TO COMPLETE IT. IF YOU ARE UNABLE TO MEET THESE DEADLINES, CONTACT CITY HALL FOR AN EXTENSION OR NEW PERMIT.

13. CALL THE IOWA ONE CALL NUMBER BEFORE DOING ANY DIGGING!!!
1-800-292-8989

APPLICATION FOR BUILDING PERMIT

APPLICANT _____ DATE _____

ADDRESS _____

PHONE _____

I HEREBY REQUEST A PERMIT TO:

_____ BUILD _____ ALTER BUILDINGS OR STRUCTURES ON THE
FOLLOWING DESCRIBED PREMISES (LEGAL AND STREET ADDRESS)

FRONT YARD _____ ESTIMATED COST _____

SIDE YARD _____ ZONING DISTRICT _____

REAR YARD _____ OFF-STREET PARKING _____

SIGNS _____ OFF-STREET LOADING _____

TOTAL SQUARE FOOT OF STRUCTURE _____

WILL THE PROPOSED STRUCTURE REQUIRE SANITARY SEWER AND WATER CONNECTIONS? YES _____ NO _____ IF YES, WILL EXISTING LINES BE USED? YES _____ NO _____

PRINCIPAL USE _____

OTHER INFORMATION _____

*I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE AND THAT THE ABOVE CONSTRUCTION AND USE WILL COMPLY WITH THE ZONING ORDINANCE IN ALL RESPECTS.

SIGNED _____
OWNER OR AGENT THEREOF

FOR USE BY ADMINISTRATIVE OFFICER

_____ SPECIAL EXCEPTION OR _____ VARIANCE IS REQUIRED.

DESCRIBE: _____

APPLICATION FOR VARIANCE OR SPECIAL EXCEPTION FEE IS \$25.00.

THE BUILDING PERMIT IS HEREBY _____ DENIED _____ GRANTED

BUILDING PERMIT : (THE \$5.00 APPLICATION FEE IS APPLICABLE TO THE BUILDING PERMIT FEE UPON APPROVAL OF THE PERMIT)

_____ NON-PROFIT ORGANIZATIONS ARE EXEMPT FROM
PAYING A BUILDING PERMIT FEE.

_____ EXCAVATION PERMITS REQUIRE NO FEE

_____ AMENDMENTS TO EITHER APPLICATION REQUIRE NO FEE

_____ APPLICATION FOR A PLANNING & ZONING COMMISSION
HEARING REQUIRES AN ADDITIONAL FEE OF \$25.

_____ NO ADDITIONAL FEE FOR STRUCTURE LESS THAN 250
SQ. FEET.

_____ \$20.00 STRUCTURES 250 - 500 SQ. FEET.

_____ \$40.00 GARAGES

_____ \$70.00 SINGLE FAMILY RESIDENCE 501 TO
1800 SQ. FEET.

_____ \$130.00 MULTI-FAMILY/COMMERCIAL STRUCTURES,
SINGLE FAMILY OVER 1800 SQ. FEET, AND ANY OTHER
STRUCTURE, EXCEPT FOR CONSTRUCTION IN
THE INDUSTRIAL PARK.

_____ \$160.00 FOR STRUCTURES IN THE INDUSTRIAL PARK.

REASONS FOR DENIAL _____

*

OCCUPANCY COMPLIANCE CERTIFICATE IS HEREBY:

_____ DENIED _____ GRANTED

FEE TO BE PAID _____

REASON _____ FOR _____ DENIAL:

SIGNED: _____

DATE

_____ ZONING ADMINISTRATOR

NOTE: THE FOLLOWING SIGNATURES MUST ALSO BE OBTAINED BEFORE A BUILDING PERMIT WILL BE ISSUED REGARDLESS OF THE TYPE OF STRUCTURE BEING BUILT.

SANITARY SEWER CONNECTION PERMIT

SEWER TAPS WILL BE INSPECTED BY A CITY EMPLOYEE BEFORE THE CONNECTION IS FILLED IN.

_____ REQUIRED _____ NOT-REQUIRED

FEE TO BE PAID \$30.00

SIGNED: _____

DATE _____
WASTE WATER OPERATOR

STREET CUTTING PERMIT

_____ REQUIRED _____ NOT-REQUIRED

FEE TO BE PAID: \$250.00 OR THE ACTUAL COST OF EXCAVATION AND RESTORATION WHICHEVER IS GREATER.

SIGNED: _____ DATE

STREET SUPERVISOR

BUILDING PERMIT
FROM THE CITY OF MENLO

FOR _____

The following officials have granted building permit approval with X before the title.

_____ BUILDING ADMINISTRATOR

_____ WASTE WATER SUPERVISOR

_____ STREET SUPERVISOR

This document is to be retained by the person or persons doing construction or excavation within the City limits of Menlo.

By: _____
Gwen Blass - City Clerk

OR

Jake Faust - City Maintenance

