

## **BUILDING PERMITS**

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**Apply to:** Housing & Community Development Department

### **Residential Building Permit Procedures:**

#### ***Single and Two-family Dwellings***

1. Submit site plan, including drainage, lot lines, easements, distances to lot lines, existing buildings and drives, building permit application and driveway permit application to the Zoning Office.
2. City Planner and City Engineer will review application and forward to the Building Department.
3. Submit construction plans to the Building Department for review (*include sufficiently detailed site plans, foundation plans, floor plans, elevations, and cross sections*).

#### ***Multi-family Dwellings***

##### ***\*\*In addition to steps listed for Single & Two-family Dwellings:***

- 1 Submit a set of plans to the State of Iowa Building Code Commissioners Office for review and issuance of a Handicapped Review Certificate ensuring compliance with State regulations on handicapped accessibility.
- 2 Submit an application to the Zoning Office for Site Plan Review Board approval.

#### ***Accessory Buildings (i.e. detached garages & sheds)***

- 1 Submit site plan, cross section, building permit application and driveway permit application to the Zoning Office.
- 2 City Planner and City Engineer will review application and forward to the Building Department for issuance of permit.

**Exceptions:** A building permit will not be required for the following:

- One-story detached accessory buildings used as a storage shed provided the structure is **less** than 120 square feet (*must have Zoning approval and meet setback requirements*).
- Exterior decks that are entirely open with no roof covering (*must have Zoning approval and meet setback requirements*).
- Replacement of residential windows not affecting structural elements.
- Replacement of residential roof coverings not affecting roof pitch.
- Replacement of siding.
- Interior residential remodeling not involving any structural elements.

**Commercial, Office, Industrial and Institutional Building Permit Procedures:**

1. Submit site plan to City Planner and City Engineer for zoning, storm water plan, flood plain and existing sewer location review approvals.
2. Submit to the Building Department for review three (3) complete sets of plans and specifications\*, including architectural, site, structural, electrical, heating, ventilating, plumbing, fire protection and alarm system details.
  - Site plan is to show boundary or lot lines, building setbacks, parking, drainage, landscaping and utilities
  - Include calculations that comply with the State Energy Code as required.
  - Include soil reports, structural calculations or other specific data as requested or required.

**\* Plans and specifications must have the signature and seal of a registered professional architect or engineer licensed to practice in the state of Iowa. In some cases the number of the required sets of plans may vary.**

**Exceptions:** Persons who are not registered architects or engineers may plan and design the following:

- Detached residential buildings containing twelve or fewer family dwelling units of not more than three stories.
- Nonstructural alterations to existing buildings, which do not

3. Submit to the Marshalltown Water Works for review, a site plan and a set of mechanical (water) plans for the project.
4. Submit a complete set of plans to the State Building Code commissioners Office for application for a Handicapped review certificate of compliance with State rules on handicapped accessibility.

This guide is designed to serve as a reference for development and permit procedures for residents, builders, contractors, developers and other individuals interested in Marshalltown. The requirements of the City Code and other regulations have been summarized in order to provide basic information. Specific questions and requests regarding the information provided should be directed to the appropriate department.

The City will not be financially liable for mistakes made in the development/construction process. City employees perform only limited roles in these matters and do not work directly for the developer, owner, lender, or contractor. Be certain to obtain competent expert advise from consulting engineers, planners, lawyers, and surveyors.