

# CITY OF MARSHALLTOWN, IOWA DEVELOPER'S GUIDE



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# CITY OF MARSHALLTOWN, IOWA DEVELOPER'S GUIDE

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.

This guide has been separated into sections, including available permits and development procedures, fee schedules, and department responsibilities. A Table of Contents is located on the inside front cover for easy reference.



Thank you for your interest in Marshalltown. Every effort will be made to give you the best service possible. If you have any suggestions for improving our procedures or this guide, please contact us. This guide is available at City Hall, 24 North Center Street, Marshalltown, Iowa 50158, or on the City of Marshalltown web site: [www.ci.marshalltown.ia.us](http://www.ci.marshalltown.ia.us)

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.

## SECTION 1 – PERMITS & PROCEDURES

### PERMITS & DEVELOPMENT PROCEDURES

The following is a summary of permits and procedures most commonly requested. For additional information please contact the necessary department listed under Section 3.

#### ANNEXATION

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**Apply to:** Housing/Zoning Department

City Council approval is required for voluntary annexation of land within territory adjoining the City of Marshalltown.

- Property owner of land adjoining the City limits must submit in writing a request for voluntary annexation.
- Application must include a legal description of the property and a map of the property showing its location in relationship to the City.

#### APPEALS (ZONING)

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**Apply to:** Housing/Zoning Department

The Board of Adjustment hears and decides an appeal where it is alleged there is an error in any order, requirement, decision or determination made by the Zoning Office in the enforcement of the Zoning Ordinance.

- Request for an appeal shall be submitted to the Zoning Office in order to be placed on the Board of Adjustment agenda.

#### BUILDING PERMITS

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**Apply to:** Housing/Zoning 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. Zoning Administrator 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. Zoning Administrator 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 Zoning Administrator and City Engineer for zoning, 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 change the use of a building

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.

### DEMOLITION PERMIT

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**Apply to:** Building Department

A permit is required before demolishing or removing a building.

- Demolition requires the proper disconnection of water and sewer services and inspection by the respective City Departments.
- All other utilities shall be disconnected prior to demolition.
- Demolition should occur within 30 days of issuance of permit.

**NOTE:** If intended use of land following demolition includes parking, contact the Zoning Office for parking requirements. New parking areas may be subject to paving requirements.

### DRIVEWAY/ENTRANCE PERMIT

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**Apply to:** Housing/Zoning Department

A driveway permit is required to construct, alter, repair, change or relocate a driveway, entrance, curb cut, or driveway extension.

- Submit application and site plan to the Zoning Office for review and approval.
- Application will be reviewed and permit will be issued by the Public Works Department.
- Work performed in the right-of-way must meet City specifications and be performed by a contractor who is licensed, bonded, and insured with the City.
- Prior to the contractor placing the surface, the Engineering Division must complete an inspection.

### ELECTRICAL PERMIT

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**Apply to:** Public Works Department – Utility Division

An electrical permit is required to install, alter, repair, replace, or remodel any electrical system as established by the City Code.

- Submit application and detailed plans for work to be covered by the permit to the Utility Division.
- All work is to be performed by electricians licensed by the City of Marshalltown.
- All work is subject to an inspection by the Electrical Inspector.

## EXCAVATION PERMIT, PUBLIC RIGHT-OF-WAY

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**Apply to:** Public Works Department – Engineering Division

A public right-of-way excavation permit is required for any excavation in a public street, alley, terrace or other public place in the City or to dig up, cut into, or remove any public sidewalk, curb or pavement.

- Submit application, including location, amount, purpose of contemplated work, and time period from start to completion, to City Engineer.
- Work must be performed by persons authorized to do excavation within the City limits and has secured appropriate insurance and bond.
- Prior to the placing of street patches, an inspection must be completed by the Engineering Division.

## FENCES/WALLS

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**Apply to:** Housing/Zoning Department

The height of fences/walls is regulated in the Zoning Ordinance.

- In residential districts fences/walls cannot exceed a height of 4 feet in the front yard and 6 feet in the side and rear yards.
- In commercial and industrial districts fences/walls cannot exceed a height of 8 feet in all required yards.
- Special provisions related to the creation of visual clearance zones apply to corner lots.
- No written permit is required.

## FIRE PREVENTION BUREAU PERMITS

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**Apply to:** Fire Prevention Bureau

Permits required under Uniform Fire Code, examples of some required but not limited to the following. See the Fire Prevention Bureau for a complete listing.

- Assembly permits (occupancy over 50 persons)
- Flammable liquid permits (dispensing and storage)
- Repair Garage
- Daycare Fire Inspections
- Explosives storage and handling
- Dust Producing occupancies
- LP storage and handling
- Health Care facilities
- Opening Burning permits not covered by Burning ordinance

## FLOOD PLAIN DEVELOPMENT PERMIT

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**Apply to:** Public Works Department – Engineering Division

A flood plain development permit is required prior to any development including structures, filling, grading, paving, or excavation within a 100-year flood plain as shown on the Flood Boundary and Floodway Map and on the Flood Insurance Rate Map prepared by the Federal Emergency management Agency.

- Flood plain development regulations are incorporated into the City Zoning Ordinance.

## GAS PERMIT

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**Apply to:** Building Department

A gas permit is required for the installation or replacement of all gas appliances or whenever gas-piping connections are altered, repaired or otherwise broken.

- Building Official may require additional plan, specifications or information.
- Work must be performed by Gas contractors and Fitters licensed by the City, except if the homeowner and occupant of a single-family residence performs their own work.
- Upon completion of work and prior to use thereof, an inspection shall be done by the Building Department.

## HOME OCCUPATION PERMIT

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**Apply to:** Housing/Zoning Department

A home occupation permit is required for any business, which is to be conducted out of a residence.

- Permitted home occupations must register with the Zoning Office.
- Prohibited home occupations listed in the Zoning Ordinance will not be permitted under any conditions.
- Home occupations, which are neither permitted nor prohibited, may apply for a Special Use Permit from the Zoning Office.

## MOVING PERMIT

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**Apply to:** City Clerk

A moving permit is required to move any building or structure not on wheels as part of its original equipment.

- Submit application with proof of insurance to City Clerk for review and final approval by the City Council.
- Approval reviews and signatures required include:
  - Police Chief
  - Building Official
  - City Engineer
  - Sheriff (if outside of City)
  - Adjacent property owners of the new site where building is to be moved.



## ORDINANCE AMENDMENT (ZONING)

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**Apply to:** Housing/Zoning Department

A request to amend the Zoning Ordinance can be made in writing and submitted to the Zoning Office in order to be placed on the agenda for the Plan & Zoning Commission.

- All amendment must go through a review and public hearing at the Plan & Zoning commission, before a recommendation can be made to the City Council.
- City Council will have three readings and a public hearing before a final action can be taken to amend the ordinance.

## PLANNED UNIT DEVELOPMENTS

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**Apply to:** Housing/Zoning Department

A planned unit development (PUD) must have a minimum of 2 acres of undeveloped land or 30,000 square feet of built area, in order to qualify as a planned unit development. A PUD may include a mix of uses provided it is not detrimental to the surrounding area.

- Submit proposed plans to the Zoning Office for Development Review.
- Plan & Zoning Commission must review, hold a public hearing, and then make a recommendation to the City Council regarding the Concept Plan.
- City Council must then review the proposal, hold a public hearing, and make a decision regarding the Concept Plan.
- Following approval of the Concept Plan, a Master Plan must be submitted and approved by the Plan & Zoning Commission and the City Council.

## PLUMBING PERMIT

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**Apply to:** Building Department

A plumbing permit is required for any plumbing work involving construction, alteration, relocation, or repair of the water, drain, waste, or vent systems. A permit may not be required for simple removal and replacement of fixtures, cleaning of stoppages, or the stopping of leaks.

- Building Official may require additional plans, specifications or information.
- All work is to be performed by plumbers and contractors licensed by the City of Marshalltown.
- All work for which a permit is required is subject to inspection by the Building Department.

## PRIVATE SEWAGE DISPOSAL SYSTEM PERMIT

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**Apply to:** Public Works Department – Engineering Division

A private sewage disposal system permit is required for all building sewers discharging into private disposal systems.

- Application must include percolation test results, building information and system design.
- All work for which a permit is required is subject to inspection by the Sewer Department.
- City may require connection to the City sanitary sewer system if property is within 100 feet of an available sanitary sewer.

## RENTAL HOUSING PERMIT

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**Apply to:** Fire Department

Registration of rental property is required annually, with billing occurring in September, or upon transfer of title. An annual fee is established by the City Council.

- Inspections will be made on a time available basis. An inspection will be prearranged with the property owner in order to properly notify the occupants of the rental unit of the time and date of the inspection.
- Inspections are made when a complaint is received about a non-compliant condition. The inspection is generally focused on the specific complaint condition.
- Appeals and request for variances may be submitted to the Housing Appeals Board according to Section 15.5-21 of the Marshalltown Code of Ordinances.

## REZONING REQUEST

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**Apply to:** Housing/Zoning Department

A rezoning request must be made in writing and submitted to the Zoning Office.

- Submit a legal description of the property, a map showing the location of the property and written request, to the Zoning Office, for development review.
- Plan & Zoning Commission must review request, hold a public hearing, and make a recommendation to the City Council.
- City Council must review request, including three readings of ordinance change, and a public hearing, before final action can be taken.

## SATELLITE DISH PERMIT

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**Apply to:** Housing/Zoning Department

A permit is required before installing or materially reconstructing an antenna dish for the reception of television signals from Earth satellites.

- Submit site plan to the Zoning Office.
- Submit construction plans to the Building Department for review.

## SEWER CONNECTION PERMIT

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**Apply to:** Public Works Department – Engineering Division

A sewer connection permit is required to uncover, make any connection with, or open a sanitary sewer.

- An **Excavation Permit** is also required for work in the City right-of-way.
- Private connections to the public sewer require work to be performed by a Master Plumber licensed in the City of Marshalltown.
- Sewer laterals and their connections to public sewers require an inspection by the Sewer Department before covering.

## SEWER CONNECTION FEE

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**Apply to:** Public Works Department – Engineering Division

A sewer connection fee is charged for each new connection to the Sanitary Sewer. The connection fee is a charge to cover the cost of the City sewer main and lateral installed to the property line and is based on a fee structure prepared for that specific development. The exact cost can be determined by the Engineering Department once they know the lot address.

## SIDEWALK CONSTRUCTION OR REPAIR

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**Apply to:** Public Works Department – Engineering Division

The Engineering Division must inspect all sidewalk construction and repair in the public right-of-way. No written permit is required.

- Grade stakes set by the Engineering Division are required for sidewalks and driveways.
- Sidewalk form inspections are required before pouring.
- All concrete work done in the public right-of-way is to be performed by persons authorized by the City of Marshalltown having secured appropriate insurance and bond

## SIGN PERMIT

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**Apply to:** Housing/Zoning Department

A sign permit is required for most new, altered, changed, repaired, or relocated signs.

- Submit sign permit application along with site plan and detailed plans of proposed sign including overall height and size.
- Work must be performed by persons who have secured appropriate license and bond with the City of Marshalltown.
- Signs within the Central Business District are subject to review by the Site Plan Review Board.
- The size, number and location of signs are regulated by the Zoning Ordinance.
- For electrical wiring an Electrical Permit may be required.

## SITE PLAN REVIEW

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**Apply to:** Housing/Zoning Department

Site plan review is required for development of land including any construction or placement of structures. Site plan review is often part of the permit process.

Development review is available to any individual, developer, contractor, builder or owner, planning to develop in the City. Development review members include representatives from:

- Building Department
- City Attorney
- Finance Department
- Fire department
- Housing/Zoning Department
- Public Works Department
- Water Department
- Water Pollution Control Plant
- Utility Companies

## SPECIAL USE PERMIT

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**Apply to:** Housing/Zoning Department

The Board of Adjustment must approve a special use permit. The Zoning Ordinance regulates special use permits.

- Submit application, including legal description of the property, photographs of the property, site plan, and any other applicable information to the Zoning Office.
- Public Notice is required through publication in the newspaper, and placement of notification sign at the property.
- Plan & Zoning Commission must review application at their regular meeting and make a recommendation to the Board of Adjustment.
- The Board of Adjustment will review the request and any recommendations, and then make a decision regarding the request.

## STREET ADDRESSES

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**Apply to:** Public Works Department – Engineering Division

Street addresses for new and existing lots are provided through the Engineering Division.

- No written permit required.

## STREET/ALLEY VACATION

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**Apply to:** Public Works Department – Engineering Division

City Council approval is required in order to vacate public streets and/or alleys.

- Submit request for Vacation and/or Purchase of City street or Alley form to Engineering Division.
- All abutting property owners to the street or alley to be vacated and all utility companies must agree to the proposed vacation.

## SUBDIVISIONS

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**Apply to:** Housing/Zoning Department

The Subdivision process involves the review and approval by City Departments and Utilities, the Plan & Zoning Commission, and the City Council.

- Submit **Preliminary Plat** to the Zoning Office for Development Review by staff and utilities.
- **Preliminary Plat** is reviewed and the Plan & Zoning Commission makes a recommendation to the City Council.
- City Council reviews and makes a decision regarding the **Preliminary Plat**.
- Submit **Final Plat** to the Zoning Office for Development Review by staff and utilities.
- **Final Plat** is reviewed and the Plan & Zoning Commission makes a recommendation to the City Council.
- All legal documentation required by the Office of the County Recorder is required to be submitted to the Zoning Office prior to the City Council meeting.
- City Council reviews and makes a decision regarding the **Final Plat**.

## TAX ABATEMENT, COMMERCIAL

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**Apply to:** City Clerk

In designated revitalization areas of the community, three-year, 100% property tax abatement is available for commercial properties making improvements equaling an increase in the actual assessed value by at least 10%.

- Completed application is due no later than February 1<sup>st</sup>, of the assessment year for which the exemption is first claimed, but not later than February 1<sup>st</sup> of the third year following the year in which the building permit was issued for the improvement.
- Tax Abatement **CANNOT** be used if Tax Increment Financing will be used.

## TAX ABATEMENT, RESIDENTIAL

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**Apply to:** City Clerk

Three-year, 100% property tax abatement is available for all residential properties making improvements equaling an increase in the actual assessed value by at least 10%, this includes rehabilitation and additions to existing housing, and new construction.

- Completed application is due no later than February 1<sup>st</sup>, of the assessment year for which the exemption is first claimed, but not later than February 1<sup>st</sup> of the third year following the year in which the building permit was issued for the improvement.

## TAX INCREMENT FINANCING

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**Apply to:** Finance Department

The City encourages employment and tax base growth by offering tax increment financing in certain areas of the community. Contact the Finance Director to verify project eligibility before any construction is begun, 754-5760.

## VARIANCE PERMIT

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**Apply to:** Housing/Zoning Department

A variance may be requested to a zoning district requirement (i.e setbacks or sign requirements) where there are unusual conditions and circumstances, which cause a hardship when the provisions of zoning are strictly applied. The Board of Adjustment must approve a variance request. A variance can only be granted if a **HARDSHIP** exists.

- Submit application, including legal description of the property, photographs of the property, site plan, and any other applicable information to the Zoning Office.
- Public Notice is required through publication in the newspaper, and placement of notification sign at the property.
- The Board of Adjustment will review the request and any recommendations, and then make a decision regarding the request.

## WATER TAPPING PERMIT

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**Apply to:** Water Department

A tapping permit is required before making any connection to a water main. The water Department will make the tap.

- An **Excavation Permit** is also required for work in the City right-of-way.
- Private connections to the public sewer require work to be performed by a Master Plumber licensed in the City of Marshalltown.
- Water services and their connections to public water mains are subject to inspection by the Water Department.

## SECTION 2 – FEE SCHEDULE

PERMIT/PROCEDURE	FEE
Annexation	-
Appeals (Zoning)	-
Building Permits	Contact Building Department
Demolition Permit	\$25.00
Driveway/Entrance Permit	\$10.00
Driveway Extension Permit	\$25.00
Electrical Permit	Contact City Electrician
Excavation Permit, Public Right-of-Way	\$5.00
Fences/Walls	-
Fire Prevention Bureau Permits	Contact Fire Department
Flood Plain Development Permit	-
Gas Permit	Contact Building Department
Home Occupation Permit	-
Home Occupation Special Use Permit	\$15.00
Moving Permit	\$25.00
Ordinance Amendment (Zoning)	-
Planned Unit Developments	\$200.00
Plumbing Permit	Contact Building Department
Private Sewage Disposal System Permit	\$25.00
Rental Housing Inspection	Contact Fire Department
Rezoning Request	\$100.00
Satellite Dish Permit	\$25.00
Sewer Connection Permit	\$15.00
Sewer Connection Fee	Contact Water Pollution Control Plant
Sidewalk Construction or Repair	Contact Engineering Division
Inspection	\$7.50
Staking	\$40.00
Sign Permit	\$25.00
Site Plan Review	-
Special Use Permit	\$75.00
Street Addresses	-
Street/Alley Vacation	\$250.00 + Price of land
Subdivision	\$250.00 + \$10.00 per lot
Tax Abatement, Commercial	\$50.00
Tax Abatement, Residential	\$50.00
Tax Increment Financing	Contact Finance Department
Variance	\$50.00
Water Connection Fee	Contact Water Department
Water Tapping Permit	Contact Water Department



SECTION 3 - DEPARATMENT RESPONSIBILITIES



**BUILDING DEPARTMENT**

24 North Center Street  
641.754.5737



**Responsibilities of the Building Department:**

- Administers the Uniform Building Code, Energy, and Americans With Disabilities Act Codes.
- Reviews construction plans and specifications.
- Issues necessary permits and conducts necessary inspections during the construction, demolition, and moving of a building.
- Coordinates appeals to the Board of Appeals.

**A building permit is required to erect, construct, enlarge, alter, repair, move, or convert any building or structure in the City of Marshalltown.**

**Inspections:** All construction for which a permit is required is subject to inspection by the building department. It shall be the duty of those performing the work authorized by the permit to notify the building department that such work is ready for inspection.

A.M. notification is required for P.M. inspections and P.M. notification is required for A.M. inspections. After hours inspections are available with additional charges.

**Appeals:** Appeals regarding the suitability of alternate materials, types of construction, and reasonable interpretation of the provisions of the Code shall be made according to Section 7-2 of the Marshalltown Code of Ordinances to the Board of Appeals. The Board of Appeals shall have no authority relative to interpretation of the administrative provisions of the Code nor shall the Board be empowered to waive the requirements of the Code.

During construction of a project the filing of an appeal of an interpretation of the Code will require stoppage of the work until a decision of the Board is reached.



**CITY CLERK**

24 North Center Street  
641.754.5701



**Responsibilities of the City Clerk**

- Accepts payment for permits,
- Accepts and processes tax abatement applications,
- Accepts board and commission applications,
- Responsible for official City records
- City Clerk serves as secretary for Board of Adjustment, and
- Processes special assessments on properties.





**FINANCE DEPARTMENT**  
24 North Center Street  
641.754.5760



**Responsibilities of the Finance Department**

- Negotiating Economic Development Financial Packages and
- Scheduling of action items for Policy & Administration Committee and City Council.



**FIRE DEPARTMENT**  
107 South 1<sup>st</sup> Avenue  
641.754.5751



**Responsibilities of the Fire Department**

- Enforces the Uniform Fire Code,
- Firefighting access & water supplies,
- Exiting & firefighting accessibility,
- Fire extinguishing & alarm systems,
- Flammable & hazardous storage,
- Blasting & explosives, and
- Commercial & multi-family construction.
- Administers the Rental Inspection Program



**HOUSING/ZONING DEPARTMENT**  
24 North Center Street  
641.754.5756



**Responsibilities of the Housing/Zoning Department**

- Enforces the Zoning Ordinance relating to development in the City of Marshalltown.
- Responsible for Zoning Boards including the Plan & Zoning Commission, Board of Adjustment, Site Plan Review Board, and Enterprise Zone Commission.
- Works with developers on residential, commercial, and industrial development.
- Administers the Rental Assistance Program and Security Deposit/First Month's Rent Program.



**PUBLIC WORKS**  
24 North Center St.  
641.754.5734



**Responsibilities of the Public Works Department**

- Enforces the Codes relating to street and sidewalk standards, sanitary and storm sewer standards,
- Excavation within the right of way, and
- Flood plain management.
- Reviews proposed development to assure proper accommodation of, but not limited to, streets (including curb cuts), sanitary and storm sewers, streetlights, right of way, flood plain management, and erosion control.
- Issues street names.
- Enforces the National Electrical Code and City ordinances relating to electrical improvements and electrician licensing within Marshalltown.



**WATER DEPARTMENT**  
205 East State Street  
641.753.7913



**Responsibilities of the Water Department**

- Enforcement of all Local, State, and Federal standards for construction.
- Inspection of All Service Lines.
- Enforcement of Cross-Connection Program for the City.



**WATER POLLUTION CONTROL DEPARTMENT**  
1001 Woodland Street  
641.754.5709



**Responsibilities of the Water Pollution Control Department:**

- Provide utility locates for the sanitary and storm sewer systems through Iowa One Call.
- Work with plumber on building sewer lateral locates, construction regulations and provide required inspections.
- Oversee the City's Industrial Pretreatment Program. Work with commercial/industrial developers as it relates to their wastewater discharge.