



**Housing & Community Development Department**  
**36 North Center Street**  
**Marshalltown, IA 50158**

ZONING PHONE: 641-754-5756

BUILDING PHONE: 641-754-5737

FAX: 641-754-5742

**Business Hours: Monday to Friday 8:30 to 5:00**

**Building Permit Packet for Single-family and Two-family (Duplex) Residential uses**

Directions: The following information is required for City staff to review a building permit application:

- A complete building permit application
- A site plan that meets the requirements listed
- Driveway/curb cut application (if applicable)

***\*\*If you are unable to complete the required information please contact the appropriate persons/professionals who can assist you in completing the required paperwork\*\****

**Return this packet to the zoning office, 36 North Center Street.**

Once submitted, the City Planner, Engineering staff, and the Building Official review the packet.

**The applicant will be contacted by phone when the permit is approved.** Permits are picked up and fees paid at the City Clerk's office, City Hall.

**The following permits/fees may be applied depending on the request. For more information contact the appropriate department.**

- Building Permit
- Demolition Permit
- Driveway/Entrance Permit
- Driveway Extension Permit
- Electrical Permit
- Excavation Permit
- Gas Permit
- Moving Permit
- Plumbing Permit
- Satellite Dish Permit
- Sewer Connection Permit
- Sewer Connection Fee
- Sidewalk Inspection Fee
- Sidewalk Staking Fee
- Sidewalk Escrow
- Water Connection Fee
- Water Tapping Permit

\*This is a list for general reference, and may not include all City permits/fees.

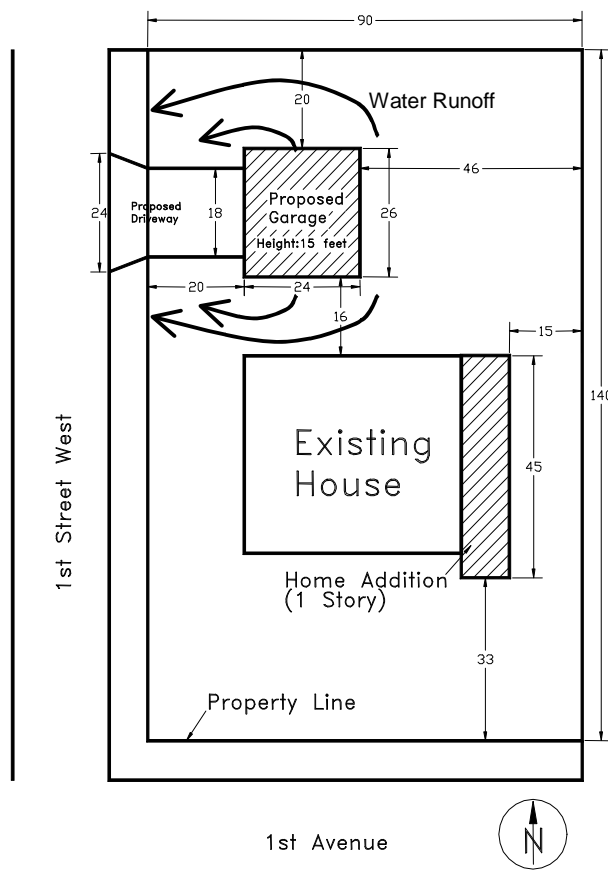
# Site Plan Required

## 1. Standard Site Plan Requirements:

Standard site plans shall include the following information:

- Date of preparation and north arrow;
- A scale no larger than 1" = 10' and no smaller than 1" = 100';
- Name, address, and phone number of the owner of record of the property, applicant, and the person(s) or firm preparing the site plan;
- Property lines;
- Location and applicable dimensions of existing structures and applicable driveways and entrances;
- Location and dimensions of the proposed developments, including height.
- A storm water management plan that details the direction of surface flow, any detention and/or retention areas, and any outlet control structures and devices. Additional information may be required if deemed necessary by the City Engineer.
- Where applicable, elevation views of existing and proposed structures from all directions. These elevation views shall indicate shape, height, type and color of materials. All drawings shall be to scale, with the scale indicated.

## SAMPLE SITE PLAN



CITY OF MARSHALLTOWN, IOWA  
BUILDING DEPARTMENT  
**APPLICATION FOR BUILDING PERMIT**

Building Official: 641-754-5737

Zoning Office: 641-754-5756

DATE: \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS OF PROPOSED CONSTRUCTION \_\_\_\_\_

GENERAL CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

IOWA REGISTRATION NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

LIABILITY INSURANCE CARRIER \_\_\_\_\_

CURRENT CERTIFICATE OF INSURANCE ON FILE? YES \_\_\_\_\_ NO \_\_\_\_\_

ELECTRICAL CONTRACTOR \_\_\_\_\_

PLUMBING CONTRACTOR \_\_\_\_\_

MECHANICAL CONTRACTOR \_\_\_\_\_

**DESCRIPTION OF WORK CHECK  
APPROPRIATE SPACE**

**SPECIFICATIONS**

NEW \_\_\_\_\_ REPAIR \_\_\_\_\_

ALTERATION \_\_\_\_\_ REMODEL \_\_\_\_\_

ENLARGE \_\_\_\_\_ DEMOLISH \_\_\_\_\_

SATELLITE \_\_\_\_\_

BUILDING USE: \_\_\_\_\_

DESCRIBE SCOPE OF WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIZE \_\_\_\_\_ X \_\_\_\_\_ SQ. FT \_\_\_\_\_

NUMBER OF STORIES \_\_\_\_\_

\_\_\_\_\_

BASEMENT \_\_\_\_\_ CRAWL SPACE \_\_\_\_\_

CELLAR \_\_\_\_\_ OTHER \_\_\_\_\_

**THIS FORM IS TO ACCOMPANY REQUIRED  
PLANS, FLOOR PLANS, ELEVATIONS, CROSS  
SECTION DETAILS AND OTHER INFO AS  
MAY BE REQUIRED.**

**APPLICANT'S SIGNATURE**

**THIS IS ONLY AN APPLICATION—WORK IS  
NOT TO BE STARTED UNTIL A BUILDING  
PERMIT IS GRANTED.**

**ESTIMATE COST OF CONSTRUCTION (TO  
INCLUDE LABOR, MATERIALS, PLUMBING,  
ELECTRICAL, MECHANICAL ETC.)**

\$ \_\_\_\_\_

**FOUNDATION**

MATERIAL SIZE \_\_\_\_\_

FOOTING SIZE \_\_\_\_\_

PIERS (NUMBER & SIZE) \_\_\_\_\_

DEPTH IN GROUND \_\_\_\_\_

FRAMESIZE SPACING SPAN

\_\_\_\_\_

GIRDERS-BEAMS \_\_\_\_\_

FLOOR JOIST \_\_\_\_\_

RAFTERS \_\_\_\_\_

EXTERIOR WALLS \_\_\_\_\_

INTERIOR WALLS \_\_\_\_\_

CEILING JOIST \_\_\_\_\_

SUBFLOOR \_\_\_\_\_

ROOF PITCH \_\_\_\_\_

**COVERINGS – SPECIFY TYPE & THICKNESS**

INTERIOR WALL \_\_\_\_\_

EXTERIOR WALL \_\_\_\_\_

CEILING \_\_\_\_\_

ROOFING \_\_\_\_\_

**MISCELLANEOUS INFORMATION** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

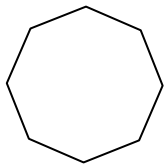
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



North Arrow

Name:

Address:

Date:

**CITY OF MARSHALLTOWN**  
**DRIVEWAY APPLICATION AND PERMIT**

Engineering: 641-754-5734 PERMIT # \_\_\_\_\_

***This permit must be filed with the building permit or before altering a driveway or extension. Please respond to all applicable sections.***

<b>Applicant Information</b>	
Contractor:	Phone:
Property Owner:	Phone:
Address:	
Date:	

***Driveway, Driveway Extension, Curb Cut and Entrance Requirements***

1. No garage or 1 stall garage: 12' driveway allowed + one extension
2. 2 stall garage and larger: 24' driveway allowed + one extension
3. Driveway extension: 10' width of one vehicle allowed
4. Only one driveway is allowed in a front yard per street frontage. No driveway shall be located in front of a dwelling, but must be to the side of the dwelling, except for any dwelling area portions attached to and located above or behind a garage. If the dwelling has an attached garage, the driveway must be located on the same side as the garage. A driveway shall be connected and lead to only one curb cut or entrance.
5. A driveway extension must be contiguous and parallel to the driveway and must be located between the driveway and the side property line in the direction away from the dwelling, if there is sufficient space.
6. Driveway and driveway extension surfaces on private property must be concrete, blacktop, asphalt, or bricks, and constructed and maintained in quality, quantity and size to prevent the creation of ruts or deterioration or damage to the driveway, driveway extension, or soil beneath from vehicle use. The use of gravel is not permitted on any new driveways or driveway extensions. If repairing a gravel driveway, existing driveway must be free and clear of weeds, grass, and other non-acceptable ground cover or repair must be made in accordance with these rules.
7. Residential lots greater than 0.5 acres and with a front yard depth greater than 75 feet are exempt from certain driveway and extension regulations. Contact zoning for additional information at 754-5756. A driveway permit is still required to be submitted and approved.
8. All work in the city right-of-way shall be subject to the approval of the City Engineer or other applicable Public Works Staff. Driveways and sidewalks within the street right-of-way must be paved with a minimum of 6 inches of full depth portland cement concrete or equivalent strength hot mix asphalt unless otherwise approved by the City Engineer.
9. It shall be unlawful for any person, firm or corporation to cut or remove any curbing for any purpose without first securing a written permit therefore from the City Engineer.
10. All contractors and individuals working in any portion of the street right-of-way shall be bonded and insured as provided in the code of Marshalltown and on file with the City Clerk.
11. All work shall be in accordance with the current City of Marshalltown specifications.
12. Approaches shall not project across the property line without the written permission from the abutting property owner placed on file with the City Engineer.
13. An inspection shall be requested from the City Engineer's Office (Phone: 754-5734) prior to the contractor placing the surface. Enough advance notice shall be given to provide ample time for the inspector to get to the job site and inspect the work so the contractor can make any changes required, before the surface material arrives.
14. If necessary, a \_\_\_\_\_ diameter culvert (12-inch minimum) shall be installed as shown on the attached standard. **(OVER)**

15. Culvert pipe required under the driveway entrance within street right-of-way shall be 1500-D Reinforced Concrete Pipe (RCP), A-2000 PVC meeting ASTM F-949, or High Density Polyethylene (HDPE) corrugated exterior with smooth interior walls meeting AASHTO M294/MP7-Type S and ASTM D-3350 with Minimum Cell Classification # 335420C unless otherwise approved by the City Engineer.
16. \_\_\_\_\_ See attached drawing for additional grade and cross section requirements.

**Please complete following information.**

Include a drawing and dimensions of the lot, including all structures and the driveway and/or extension.

1. Driveway width BEFORE construction:
2. Total width of driveway and extension AFTER proposed construction:
3. Extension width after construction:
4. Flare width per side 3' Width of total curb cut after proposed construction (width +flares):

I hereby state that I have read and understand the above regulations concerning driveways, driveway extensions, curb cuts and entrances.

Signature of contractor or property owner: \_\_\_\_\_

**For City Use Only**

- Permission is hereby **granted** by the Public Works Director/City Engineer to perform a curb cut or entrance as requested above.

\_\_\_\_\_  
Public Works Director or designee

\_\_\_\_\_  
Date

- Permission is hereby **denied** for the request because of the following reason(s):

\_\_\_\_\_  
City of Marshalltown

\_\_\_\_\_  
Date

**The following fees are required to be submitted before approval of the permit:**

- \$28.00 Driveway Permit
  - \$19.00 Excavation Permit
  - \$39.00 Driveway extension with authorization prior to the start of construction
  - \$83.00 Driveway extension without authorization prior to the start of construction
  - \$22.00 Entrance/Curb cut
  - \$ 28.00 Driveway Inspection
  - \$37.00 Sidewalk Inspection
  - \$28.00 Non-Standard Evaluation
- \_\_\_\_\_ Total