



407 Lynn Street – Tipton, IA 52772
Phone: (563) 886-6187 Fax: (563) 886-2759

OFFICE USE

Permit #: _____
Approved _____ Denied _____

BUILDING PERMIT APPLICATION

Location:

Street Address _____ Zoning Classification _____
Lot # _____ Block _____ Addition _____

Property Owner:

Name(s) _____
Address _____ City _____ State _____ Zip Code _____
Home Phone _____ Cell Phone _____

General Contractor:

Name _____
Address _____ City _____ State _____ Zip Code _____
Daytime Phone _____ Other Phone _____

Subcontractors:

Plumber: _____ Electrician: _____
Mechanical: _____ Sewer/Water: _____
Other: _____

State of Iowa License Numbers

Electrician: _____ Plumber: _____
Other: _____

Reason for Permit

New Building Fence Shed
 Bldg. Addition Bldg. Relocation
 Garage Sign

Project Description: _____

Total estimated value of finished project \$ _____

Other Permits: Check here for other requested permits

Tree & Shrub Planting Gas Permit & Inspection
 Plumbing Permit & Inspection Electric Wiring Approval & Inspection
 Fire Zone (C1, C2, M1, & M2) Water Permit & Inspection
 Electric Wiring Sign Permit
 Other _____

Applicant Signature _____

Date _____

Zoning Administrator _____

Date _____

BUILDING PERMIT APPLICATION

Please submit a sketch plan in support of your building permit application including:

- Applicant name.
- Legal description.
- Site Address.
- An identified scale.
- North directional arrow.
- Property line dimensions and bearing directions.
- Street(s), with street name(s), if any, on proper side(s).
- Property lines and dimensions of the lot.
- Location of main structure (if any) from lot lines.
- Location of accessory structure(s) (if any) from the main structure and lot lines.
- Location of utility or access easements.
- Detail of fence (if any). (Format: x --- x --- x --- x)
- Existing structures including decks, porches, garages, and sheds.
- Dimensions of all buildings.
- Driveways, private sidewalks, patios and retaining walls. (Engineering required for retaining walls when the height exceeds 4-ft from the bottom of the footing to the top of the wall.)
- Distances between building walls and lot lines.

If a new structure is being built or added on you will need to include in your drawing all of the details previously listed in addition to the following:

- Current zoning classification.
- Zoning setback lines.
- Official property iron pins.
- Proposed structures or additions including decks, porches, sunrooms, garages, and sheds.
- Roof overhangs.
- Sealed floor plans with designated room uses, square footage of habitable space, square footage of unfinished/storage spaces, doors and windows.
- Foundation plan showing all footings, stem walls, basement walls, slabs, foundation damp proofing material, drainage system and slab vapor barrier. Sizes, locations and cross sections showing reinforcement of each. All bearing load number from engineered girders and beams shall be noted. If engineered foundation is used or required, stamped plans shall be submitted with the permit application for approval.
- Decks and porches showing footing locations, depth and size, columns, floor and roof framing materials and connection methods throughout the entire structures.
- Location of all heating appliances and type of fuel to be used.
- Location of electrical service and panel boards.
- When requesting a water meter please include the feet of pipe from the water main and the total number of fixtures.

When the permit is issued:

- The approved set of plans, specifications and other data must be kept on the job site and protected from weather.
- Advance one day notice is required for inspection request. All contractors on job sites must maintain all required business license, contractor's license, bonds and insurances.
- The permit holder is required to review and follow the approved plans, specifications and understand all building code comments listed on the permit prior to beginning construction.
- A common rule of thumb for inspections is **"never cover anything until the City Inspector has seen it and signed off."**

Please contact the City of Tipton's Inspector, Terry Goerdts at 319-330-9806 with permit questions

