



BUILDING PERMIT APPLICATION

Community Development Department
400 Washington Street
Burlington, IA 52601
(319) 753-8131

CITY OF BURLINGTON - BUILDING PERMIT APPLICATION

- DO NOT** Start Any Construction prior to receiving a Building Permit.
- CALL - Iowa One Call** to locate underground utilities prior to construction: **1-800-292-8989**
Utility Locate Confirmation #: _____
- DRIVEWAYS** Contact Public Works Department for memorandum of agreement for approval of driveway location. Agreement required prior to issuance of building permit.
Call Doug Roelfs at 753-8171 ext 413 (Public Works Dept, 3510 Division St)
- INSPECTIONS** Contractors are responsible for calling for inspections during the construction process, with a Final Inspection required to be set up for issuance of a Certificate of Occupancy.

SECTION I. GENERAL INFORMATION

Permit Number _____
(Do not fill in – Office Use Only)

Date _____

Name of Property Owner (s): _____

Phone Number of Property Owner: _____

Address of Property Owner: _____

All information contained in this application is deemed accurate. I agree that all construction and improvements shall be completed in accordance with all applicable codes and regulations of the City of Burlington, Iowa.

Name / Signature of Applicant _____

SECTION II. SITE INFORMATION

Structure Location (Address, Lot and Subdivision) _____

Zoning District _____ Historical District _____

SECTION III. CONSTRUCTION INFORMATION

Lot Dimensions _____ Square Footage of Lot _____

Proposed Setbacks:

Front Yard _____ / _____ Side Yard _____ / _____ Rear Yard _____

Square-footage of Structure or Addition: First Floor _____ Second Floor _____

Height of Structure / Addition _____ Off-Street Parking / Loading Spaces (#): _____ / _____

Paved Driveway Required: Y / N Sidewalk Required: Y / N

Describe Construction: _____

-Exterior Building Material: _____

Basement Plans: Finished or Unfinished - _____

Square Footage of Paved Areas: _____

Amount of Landscaping Provided: _____

Cost of Construction: _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's Phone # (Work / Cell): _____

Subcontractor's Information (*Name & Phone #*)

Electrical: _____

Plumbing: _____

Mechanical: _____

Concrete: _____

Sewer: _____

Sign: Sign Permit Required (Separate Form)

Type of Construction: Residential Commercial Industrial

** The State of Iowa requires all contractors to be registered with the State of Iowa.*

Contractor's Registration Number: _____ (Attach a copy of permit to Application)

SECTION IV. ZONING ADMINISTRATOR

1.) Does the proposed construction and use of it comply with Zoning Ordinance? _____

Comments: _____

Date: _____ Signed: _____

SECTION V. CODE INSPECTOR

1.) Does the proposed construction meet code requirements? _____

Comments: _____

2.) Building Permit Issued: **Yes** **No**

Date: _____ Signed: _____

OFFICE USE ONLY

FLOOD PLAIN DEVELOPMENT REQUIRED YES _____ NO _____ DATE _____

ELEVATION CERTIFICATE YES _____ NO _____ DATE _____

Construction / Development Requirements -

Contact the City of Burlington for any questions / inspections / requirements:

Community Development Department

Phone: (319) 753-8131

400 Washington Street (City Hall - 1st Floor)
Burlington, IA 52601

www.burlingtoniowa.org/development

Building Codes / Inspections – (319) 753-8175 or (319) 753-8135

Planning & Zoning – (319) 753-8130 or (319) 753-8158

- ✓ **DO NOT** Start Any Construction prior to receiving a Building Permit. This also applies to plumbing, electrical, mechanical, demolition, and any other permit of the City.
- ✓ **No Contractor or Homeowner** shall perform any work requiring a permit prior to permit approval by the City.
- ✓ **Inspections Required** - Failure to obtain proper inspections and permits may cause possible fines and / or removal of work by the contractor. Call 24-hours prior to necessary inspection to ensure availability of a building inspector.
- ✓ **Inspections:** Contractors are responsible for calling for inspections during the construction process. A Final Inspection is required to be set up for issuance of a Certificate of Occupancy (as needed), as required by Chapter 165.13 of the Burlington City Code. Contact Building Inspectors to schedule proper inspections.
- ✓ **Call - Iowa One Call** to locate underground utilities prior to construction: **1-800-292-8989**.
A permit will not be issued until utility locates have been completed and a confirmation number is recorded on this application.
Utility Locate Confirmation #: _____
- ✓ **Public Works Department** approves and has specifications for curb cuts, driveways, sidewalks, and sewer connections. New or expanded driveways shall required a Memorandum of Agreement from Public Works, approving the location of the driveway connection to the street prior to issuance of a building permit.
Public Works Department, 3510 Division Street.
Call Doug Roelfs at 753-8171 ext 413.
- ✓ The property owner is responsible for locating all property corners and property lines for determining required setbacks from structures to property lines. Any map provided by the City is for reference only and is not guaranteed to be accurate. All setback requirements are measured from the property line, not from the street or curb. Any error in setback distance is the responsibility of the property owner / contractor to correct.
- ✓ New construction shall require a driveway to be paved. All driveways shall be paved with a hard dust-free surface from the structure (garage or parking area) to the street or alley. Any existing or proposed driveway or parking area shall be required to be paved and/or submit an approved paving plan during any development application.
- ✓ Structures may not be located on or over utility or drainage easements. The location of the sewer laterals (public or private) should be shown on the site plan when applicable. The property owner and contractor are responsible for checking and locating all utilities and easement restrictions.
- ✓ **Property Sketch Required:** All structures on the property should be located on the drawing, including the dimensions. Include all distances between structures, lot lines, structure dimensions, driveway location, etc.