



# BUILDING PERMIT APPLICATION (BASIC)

Building Codes – (319) 753-8175  
(319) 753-8135  
Planning & Zoning – (319) 753-8151

## CITY OF BURLINGTON BUILDING PERMIT APPLICATION

1. **DO NOT** Start Any Construction prior to receiving a Building Permit
2. **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 #:* \_\_\_\_\_
3. **PUBLIC WORKS DEPARTMENT** approves and has specifications for curb cuts, driveways, and sidewalks. Call Doug Roelfs at 753-8171 ext 413.

### SECTION I. GENERAL INFORMATION

B.) Permit Number \_\_\_\_\_  
*(Do not fill in – Office Use Only)*

- A.) Date \_\_\_\_\_
- C.) Name of Property Owner (s): \_\_\_\_\_
- D.) Phone Number of Property Owner: \_\_\_\_\_
- E.) Address of Property Owner: \_\_\_\_\_
- F.) Signature of Property Owner or Applicant \_\_\_\_\_

### SECTION II. SITE INFORMATION

- G.) Structure Location (Address, Block, Lot and Subdivision) \_\_\_\_\_
- H.) Zoning District \_\_\_\_\_ Historical District \_\_\_\_\_

### SECTION III. CONSTRUCTION INFORMATION

- I.) Lot Dimensions \_\_\_\_\_ J.) Square Footage of Lot \_\_\_\_\_
- Proposed Setbacks:
- K.) Front Yard \_\_\_\_\_ L.) Side Yard 1. \_\_\_\_\_ 2. \_\_\_\_\_ M.) Rear Yard \_\_\_\_\_
- N.) Height of Structure or Addition \_\_\_\_\_
- O.) Square-footage of Structure or Addition: First Floor \_\_\_\_\_ Second Floor \_\_\_\_\_
- P.) Off-Street Parking \_\_\_\_\_ Q.) Off-Street Loading \_\_\_\_\_
- R.) Describe Construction: \_\_\_\_\_
- \_\_\_\_\_
- Exterior Building Material: \_\_\_\_\_

S.) Basement Plans: Finished or Unfinished - \_\_\_\_\_

T.) Square Footage of Paved Areas: \_\_\_\_\_

-Amount of Landscaping Provided: \_\_\_\_\_

U.) Cost of Construction: \_\_\_\_\_

V.) Contractor's Name: \_\_\_\_\_

W.) Contractor's Address: \_\_\_\_\_

X.) Contractor's Phone Number: \_\_\_\_\_

Y.) Subcontractor's Information (*Name & Phone Number*)

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Concrete: \_\_\_\_\_

Sewer: \_\_\_\_\_

Sign: Sign Permit Required (Separate Form)

Z.) 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 \_\_\_\_\_

ELEVATOR CERTIFICATE YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

**Development Requirements (See Zoning / Building Codes for additional Requirements):**

- ✓ The property owner is responsible for locating all property corners and property lines for determining required setbacks from structures to property lines. Any map provide by the City is for reference only and is not guaranteed to be accurate.
- ✓ All driveways shall be paved with a hard dust-free surface from the structure (garage) 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.
- ✓ Driveway access from public streets and repair of public sidewalks must receive a right-of-way permit and be approved by the Public Works Department (ph. 753-8171).
- ✓ Structures may not be located on or over utility easements. The location of the sewer lateral 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.
- ✓ If the garage is located closer than 10 ft. to the principal structure or attached to the principal structure, the side/rear yard setbacks for the garage are the same requirement as the house.
- ✓ An architectural projection (sill, overhangs, gutters, etc.) may project a maximum of two (2) feet into a required yard for the principal structure before it is counted against the required setback.
- ✓ All structures on the property should be located on the drawing, including the distances. Structures on adjacent properties should be located on the drawing when applicable.
- ✓ Major Site Plans require a pdf version of the plans to be emailed or provided on a CD.

**Sample Lot Sketch (Residential):** Show sketch of proposed and current structures on the following page. Include ALL distances between structures, lot lines, structure dimensions, etc.



