



BUILDING PERMIT APPLICATION

*City Hall
400 Washington Street*

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

BUILDING PERMIT APPLICATION:

This application is for the determination of whether proposed construction (new or remodeling) complies with the City of Burlington’s zoning and building regulations. If the application is approved the applicant will receive a permit to begin construction.

PLEASE READ APPLICATION BEFORE YOU BEGIN TO FILL IN THE INFORMATION.

The fee for the Building Permit shall be paid upon approval of the application. The following is a list of the different type of fees for a building permit and other related permits:

PERMIT TYPE	INITIAL FEE	RESIDENTIAL	COMMERCIAL / INDUSTRIAL	REINSPECTION
Building	\$25	+ \$9 per each \$1,000 valuation - rounded to the nearest 1,000	+ \$9 per each \$1,000 valuation - rounded to the nearest 1,000	N/A
Electrical Service	\$25	+ \$10 per dwelling unit	+ \$25	\$20
Wiring	\$25	+ \$10 Minor + \$15 Major	+ \$0.50 per opening	\$20
Mechanical	\$25	+ \$5 each unit	+ \$5 per HVAC Unit	\$20
Plumbing	\$25	+ \$5 per fixture	+ \$5 per fixture	\$20
Sewer	\$25	+ \$10	+ \$20	\$20
Sign	\$25	+ \$9 per \$1,000 valuation		N/A
Demolition	\$25	+ \$10 under 600 sq ft, + 30 over 600 sq ft		N/A
Moving of Building	\$25	+ \$10 garage + \$20 1-2 unit dwelling	+ \$40	N/A
Deck / Fence	\$25			

A drawing of the proposed structure as it will be located on the lot shall be made on a separate sheet (graph work sheets attached) and attached to this application. Drawing shall be to scale, if possible. Scale that is used should be noted on drawing. In addition, any adjacent off premise structure shall be shown (adjacent houses, garages or other structures on adjacent lots).

***** NO CONSTRUCTION SHALL BEGIN BEFORE THE PERMIT IS ISSUED *****
 THE ISSUED BUILDING PERMIT IS VALID FOR 180 DAYS FROM THE DATE OF ISSUANCE AND CONSTRUCTION MUST BE STARTED WITHIN 180 DAYS FROM ISSUANCE.

ADOPTED BUILDING CODES FOR THE CITY OF BURLINGTON

- 2006 International Building Code (IBC)
- 2006 International Residential Code (IRC)
- 2006 International Mechanical Code (IMC)
- 2006 Existing Building Code (EBC)
- 2006 International Fuel Gas Code (IFGC)
- 2005 National Electrical Code (NEC)
- 2006 Uniform Plumbing Code (UPC)
- 2003 International Fire Code (IFC)

INSTRUCTIONS FOR FILLING OUT BUILDING PERMIT APPLICATIONS:

IF ANY INFORMATION IS DETERMINED TO BE FALSE AND/OR CITY CODES ARE NOT FOLLOWED CORRECTLY, THE APPLICANT WILL BE REQUIRED TO CORRECT THE PROBLEM; THIS MAY INCLUDE REMOVING PORTIONS OR ALL OF THE BUILDING OR STRUCTURE.

IT IS ADVISABLE THAT ALL PROPERTY CORNERS BE IDENTIFIED PRIOR TO SUBMITTING THIS APPLICATION.

Also, please state the zoning district that this project is in, this information can be obtained at City Hall. If property is in a Historical Preservation District, the Historic Preservation Commission must approve the project for that District prior to submitting.

SECTIONS IV and V shall be completed by the Zoning Administrator and the Code Inspector.

If it becomes necessary to file for a *SPECIAL USE PERMIT*, *VARIANCE*, or an *APPEAL*, there is a filing fee as listed below, which shall be paid upon filing with the department. Applications can be obtained from the Planning Department with the City of Burlington.

Special Use Permit	\$225
Variance from Zoning Regulations	\$125
Appeal of Code Interpretations	\$125

When the applicant applies for a *SPECIAL USE PERMIT*, *VARIANCE*, or *APPEAL*, the applicant shall submit a letter outlining, in detail, the reasons for the request that is being made. This application will then go before the Zoning Board of Adjustment for approval.

***** DO NOT START ANY CONSTRUCTION PRIOR TO RECEIVING A BUILDING PERMIT *****

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 prior to starting any of these items.

SECTION I. GENERAL INFORMATION

A.) Date _____

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

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

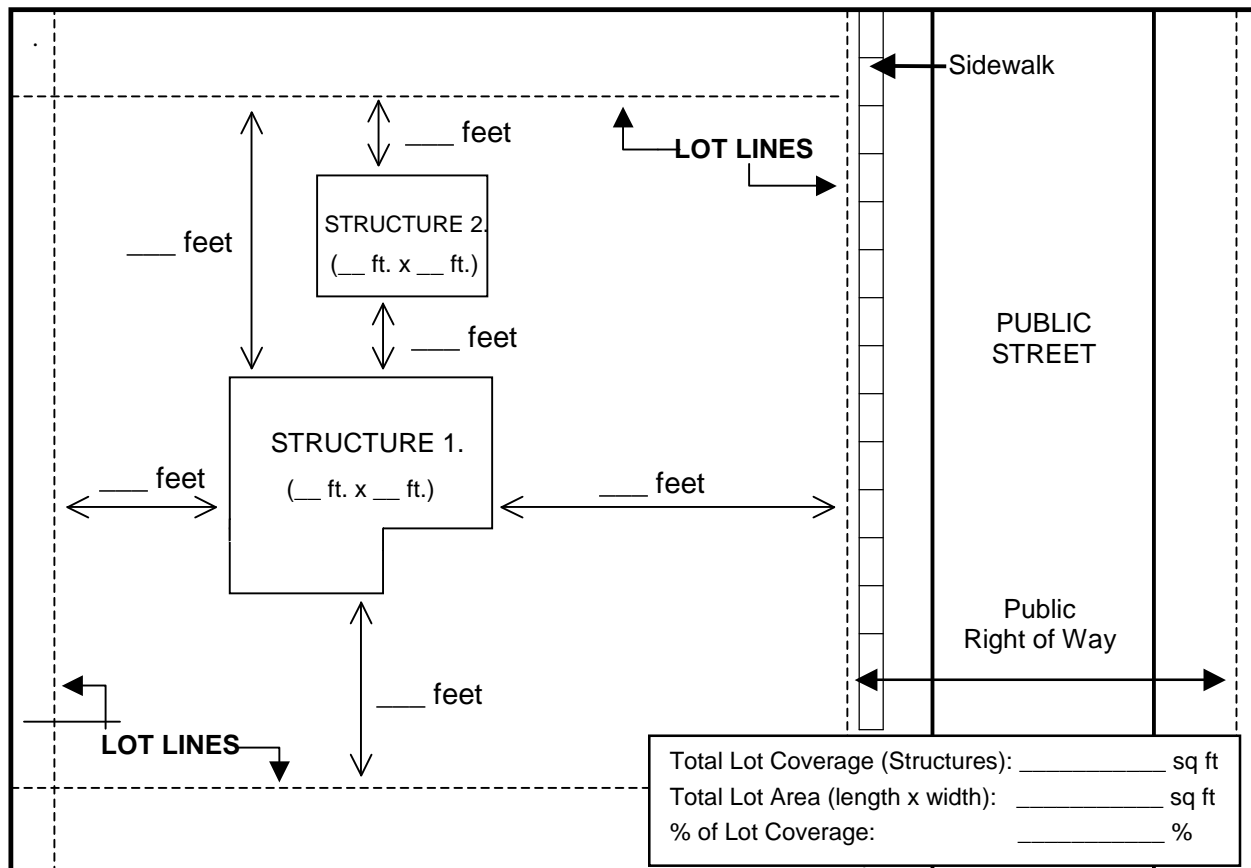
FLOOD PLAIN DEVELOPMENT REQUIRED YES _____ NO _____ DATE _____

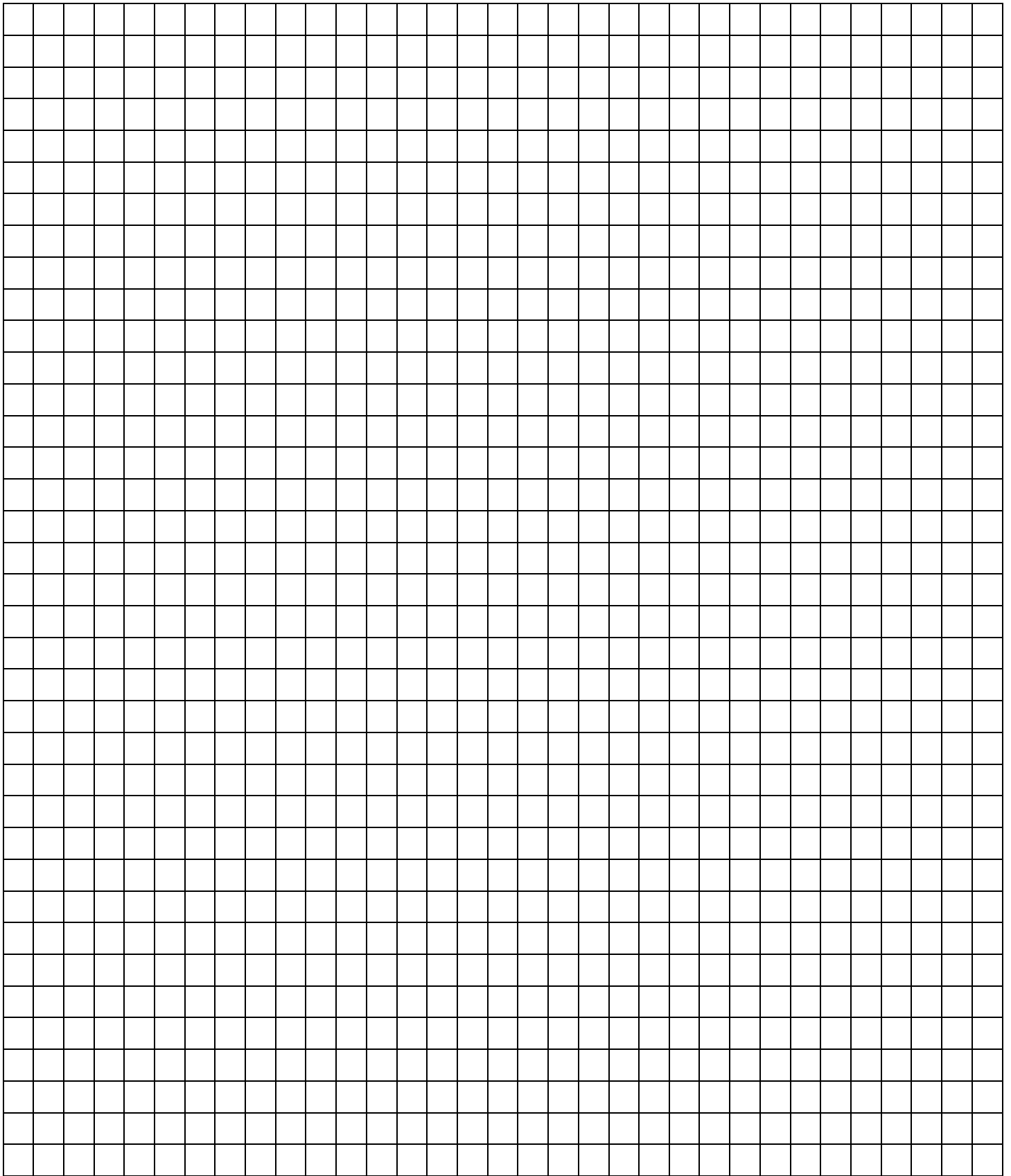
ELEVATION CERTIFICATE YES _____ NO _____ DATE _____

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.





SUBMITAL CHECKLIST

		TYPE OF PERMIT																	
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
CITY OF BURLINGTON 400 Washington Street Burlington, Iowa 52601 Eric Larson, Development Director (319) 753-8170 Eric Tysland, City Planner (319) 753-8158 Amber VerKuijen, Associate Planner (319) 753-8130 J. Mark Hirsbrunner, City Code Inspector (319) 753-8175 Bruce E. Maupin, City Code Inspector (319) 753-8135 Joe Stewart, Housing Inspector – Rental Housing (319) 753-8172		SUBMITTED																	
		Garage or Utility Structure over 150 sq. ft.	Addition, Garage, or Utility Structure	Addition to Single Family Dwelling/Duplex	Alteration to Single Family Dwelling/Duplex	New Single Family Dwelling/Duplex	New Commercial, Industrial, or Multi-Family	Addition to Commercial, Industrial, or Multi-Family	Remodel Existing Commercial, Industrial, or Multi-Family	Change Occupancy of Existing Building	New Parking Lot	Addition to Existing Parking Lot	Demolition	Sign	Driveway Approach (Public Works)	Plumbing	Electrical	Mechanical	PERMIT EXEMPT: Siding, deck (open), fence, replacement windows, roof
1	All Projects-General Information	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	Description of Work and Scope of Work	X	X	X					X	X			X	X	X			X	1
3	Site-Plan	X	X	X		X	X	X		X	X	X		X	X				1
4	Foundation Plans			X		X	X	X											
5	Floor Plans			X	X	X	X	X	X				1						
6	Building Elevations				X	X	X	X		X									
7	Roof Plan				X	X	X	X		X									
8	Structural Plans			X		X	X	X		1									
9	Details					X	X	X						X				X	
10	Certified Structural Calculations			1	1	1	X	X		1									
11	Door Schedule						X	X	X	X									
11	Hardware Schedule						X	X	X	X									
11	Finish Schedule						X	X	X	X									
12	Fire Assembly Details and References						X	X	X	X									
13	Specifications						X	X	X	1									
14	Electrical Plans						X	X	X	1									
15	Mechanical Plans						X	X	X	1									
16	Plumbing Plans						X	X	X	1									
17	Handicap Access						X	X	X	X									
18	Fire Alarm Plans						1	1	1	1	1								
19	Sprinkler Plans						1	1	1	1									
20	Certifications			1	1	1	1	1	1										
21	Plan of Existing Structure			1	1			X	X	X									
22	Shop Drawings						X	1	1	1									
23	Code Analysis						X	X	X	X									
24	Licensed Contractor																X	X	

X – Required 1 – May Be Required

The plans, specifications, details and/or documents required in this checklist are identified as needed for common projects in each of the categories listed above. Specific circumstances associated with each project may require additional information whether or not noted herein. The Building Code requires that all plans, specifications and construction documents shall be drawn to scale on substantial paper and shall be of sufficient clarity to indicate location, nature and extent of the work proposed and show in detail that it will conform to the provisions of all relevant codes, laws, ordinances, rules and regulations.

CITY OF BURLINGTON MINIMUM PLAN SUBMITTAL REQUIREMENTS

1. **ALL PROJECTS:** Project name, address, scale, owner(s) name, address, and phone number. Applicant name (must be individual), address, and phone number.
2. **DESCRIPTION OF WORK:** Summary description of the proposed work. May include description of construction, scope, and extent of work.
3. **SITE PLAN:** Dimensions from each property line and other structures. Existing and proposed building dimensions. Parking layout, utility locations, and setbacks. Landscape plan, storm water drainage plan, and fire hydrant locations shown on plan (except single family residential).
4. **FOUNDATION PLANS:** Dimensional location of all footings and foundations. Dimensions of each footing type and foundation type. Footing and foundations material specifications. Reinforcing type, size, and spacing. Soil bearing requirements.
5. **FLOOR PLANS:** Building dimensions. Location of project within building. Dimensions of each space and/or room. Use description of each room. Use description of adjacent spaces. Dimensioned location of all partitions, exits, door openings, window openings, corridor locations, stair locations, ramp locations, and fire-wall locations. Exit route within building to exterior. Sanitation facilities, including toilet room details. Seating and fixture layouts. Guardrail and handrail locations and details.
6. **BUILDING ELEVATIONS:** Floor to floor dimensions. Roof height dimensions. Exterior finish materials. Exterior wall opening type and locations. Flashing and weatherproofing. Parapet locations. Exterior appendages, and projections.
7. **ROOF PLAN:** Roof slope. Roof drain type and location. Roof covering type, material, and classification. Roof ventilation size and locations. Roof opening location. Parapet locations. Penthouse dimensions. Location of all mechanical equipment and enclosures.
8. **STRUCTURAL PLANS:** Dimensions and layout of each level. Size, spacing, type, and location of all floor framing members and roof framing members. Size, type, spacing, and location of all load bearing walls, beams, and columns. Floor and roof opening dimensions. Framing and connection details. Details of projections and appurtenances. Special inspection requirements.
9. **DETAILS:** Sections of each exterior and interior wall and partition type. Section through each stair type showing rise, run, headroom, material of construction, and handrail details. Section through each ramp showing slope, materials of construction, handrail height, and size. Construction details showing material type, attachment requirements, flashing, and installation details. Guardrail and handrail details indicating height, size, spacing, extensions, and materials of construction. Structure details indicating specific assembly requirements not illustrated on other drawings.
10. **STRUCTURAL CALCULATIONS:** Certified calculations indicating the analytical method used to determine building structural design.
11. **SCHEDULES:** Door schedule indicating each door size, type, and rating. Window schedule indicating each window type, size, and rating. Finish schedule indicating finish material and

flame spread rating on walls, floor, and ceiling in each space. Hardware schedule indicating locking, latching, gasket materials, and closing mechanism.

12. FIRE ASSEMBLY DETAILS AND REFERENCES: Details of construction of each fire-resistive roof/ceiling, floor/ceiling, corridor, shaft, partition, exterior load-bearing and non-load-bearing wall, flashing, and interior load-bearing wall. Test assembly reference number and listing agency for each assembly. Fire stopping details, references, and F and T ratings.
13. SPECIFICATIONS: Descriptions, product information, model numbers, and material specifications.
14. ELECTRICAL PLANS: Location of all lights, switches, panel boxes, receptacles, exit lights, and emergency lights. Panel board ratings. Transformer locations and rating.
15. MECHANICAL PLANS: Input rating of all equipment. Location, size and type of all supply, return, exhaust, and product conveying systems. Volume of fresh and circulated air in each space. Capacity of exhaust systems.
16. PLUMBING PLANS: Location of all fixtures. Schematic of system. Location, type, and size of all supply, waste, and vent systems. Details, type, and location of drainage system.
17. HANDICAPPED ACCESS: Site access, parking stall dimensions, stall identification, aisles, and building access route and grade. Interior access to all required spaces. Details showing rest room fixtures and accessories. Stair and ramp details. Elevator plans. Seating layout. Signage description.
18. FIRE ALARM PLANS: Panel location. Detection device type, spacing, and location. Supervision agency and location. Notification device type and location. Annunciation and communications system details and operating descriptions.
19. SPRINKLER PLANS: Piping size and type. Head location, type, and release temperature. Flow calculations. Specifications.
20. CERTIFICATIONS: Architectural, structural, mechanical, and landscape certifications as required by state law.
21. PLAN OF EXISTING STRUCTURE: Indicate total area of building, use of all areas, and locations of all interior partitions, stairs, exits, fire assembly ratings, corridors, and exterior openings. Details or descriptions of construction assemblies allowing determination of fire resistive rating and construction type.
22. SHOP DRAWINGS: Construction documents of shop-fabricated components. Structural calculations where appropriate.
23. CODE ANALYSIS: Chapter and section analysis of all applicable code sections. Includes occupancy classifications, area analysis, construction assembly analysis, exiting analysis, and fire resistive analysis. Code Plan.
24. LICENSED CONTRACTOR: Plumbing and electrical licenses are required by the City. Licenses from other jurisdictions may be accepted after review of Block tested.
25. UTILITY LOCATE CONFIRMATION NUMBER