

# BUILDING PERMIT APPLICATION

Submit **COMPLETED** Applications to:

[cityhall@discoverpleasantville.com](mailto:cityhall@discoverpleasantville.com) or

Pleasantville City Hall

108 W Jackson St

Pleasantville, Iowa 50225

Phone: (515) 848-3316



**\*IMPORTANT - Complete All Information Requested and Include SITE PLAN & BUILDING PLAN(S)**

	NAME	ADDRESS	PHONE NUMBER
Owner			
Contractor			
Architect/Engineer			

	NAME	E-MAIL ADDRESS	PHONE NUMBER
Primary Contact			

Legal Description of Property \_\_\_\_\_

Building Address \_\_\_\_\_

Description of Work \_\_\_\_\_

Basement Finish (SF) \_\_\_\_\_ Deck (SF, Covered/ Uncovered) \_\_\_\_\_

Estimated Cost of Work \_\_\_\_\_ Size (Sq. Ft.) \_\_\_\_\_

The final determination of value for calculating the permit fee will be made by the building official.

It is the responsibility of the applicant to ensure the completion of application.

The owner of this building and the undersigned agree to conform to all applicable laws of the City of Pleasantville and the State of Iowa.

Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_ Application Date \_\_\_\_\_

## CONSTRUCTION FEES/PERMITS

### FEE

### DATE PAID

### PERMIT NO.

BUILDING PERMIT .....  
PLAN REVIEW .....  
OTHER.....

## CITY FEES/PERMITS

WATER CONNECTION FEE TO THE MAIN (\$50.00) ...  
WATER METER, WITH HARDWARE (\$283.32) .....  
IRRIGATION METER (\$324.79) .....  
SEWER CONNECTION FEE (\$50.00).....

**TOTAL** .....

**FOR INSPECTIONS CONTACT: SAFE BUILDING: 515-333-4161**

**Work Authorized by This Permit Must Begin Within 6 Months of Permit Approval Date.**

**This application becomes your permit when approved by the city building department below.**



**DO NOT WRITE IN SPACE BELOW - FOR OFFICE USE ONLY**

Approved By \_\_\_\_\_ Valuation \_\_\_\_\_ Approval Date \_\_\_\_\_  
Notes:

# SITE PLAN

Number of Buildings Now on Lot \_\_\_\_\_ Use of Buildings Now on Lot \_\_\_\_\_

Proposed Use for New Improvement \_\_\_\_\_



## Permit Requirements

# New Home

### Permit Review Times

Please expect Safe Building to **begin** reviewing a submitted permit within 5 business days of receipt. Safe Building will complete its initial review of submitted permit materials within 3 business days of beginning the review. These lead times result in a total initial review time from receipt of 3-8 business days. Please anticipate this lead time when submitting a permit. If any of the materials listed below are missing or deficient this review period *will* be extended.

### Permit Application Requirements

- All permits require a complete, **signed**, permit application. The permit application is invalid if not signed by the permit applicant.
- The **minimum** supporting documents required in addition to the signed permit application are listed in the next column.
- All permit applications should include contact information for the permit applicant. Contact information includes phone number and e-mail address if available.
- The signed permit application must be submitted to the City Clerk.
- All required documents may be submitted electronically to the City Clerk.

### Required Supporting Documents

- **Site Plan** that includes:
  - setbacks from property lines
  - lot dimensions
  - house dimensions
- **House Plans** that include:
  - room areas
  - wall heights
  - window locations
  - door locations
  - exterior elevations
  - basement finishes (if any)
  - deck size (if any)
  - deck roof size (if any)
- **Mechanical System Design Documents**
  - ACCA manuals J, S, and D
  - a complete Residential Plans Examiner Review Form facilitates prompt review of these documents
- **2012 Iowa Energy Code** compliance path documentation
  - **Indicate one of the three paths chosen:**
    - Prescriptive: required insulation levels should be shown on house plans
    - UA alternative: RESCheck analysis
    - Performance: HERS rater pre-construction analysis



# Permit Requirements Garages | Sheds | Other Accessory Structures

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## Required Supporting Documents

- **Site Plan** that includes:
  - setbacks from property lines
  - accessory structure dimensions
  - distance to existing structures
- **Building Plan** that includes:
  - Exterior dimensions
  - Construction method (i.e. post and beam, stick frame, etc...)
  - Wall heights
  - Truss sizes (height included)
  - Garage door sizes, service door sizes
  - Dimensions from doors to corners
  - Spacing between overhead doors and service doors
  - Any utilities serving the garage (i.e. electrical, plumbing, HVAC)

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- Required supporting documents may be submitted, preferably, to [office@safebuildingiowa.com](mailto:office@safebuildingiowa.com) or submitted electronically to the City Clerk.



# Permit Requirements

## Home Additions

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### Required Supporting Documents

- **Site Plan** that includes:
  - setbacks from property lines
  - addition dimensions
  - distance to any existing structures on lot
- **Addition Construction Plan** that includes:
  - room areas
  - wall heights
  - window locations
  - door locations
  - exterior elevations
  - basement finishes (if any)
  - footing locations
  - footing sizes (depth & size)
  - foundation system (basement, crawlspace)
  - floor system details
  - wall system details
  - roof system details
  - proposed insulation
    - insulation in additions must meet the 2012 Iowa Energy Code prescriptive path requirements

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### Required Supporting Documents

- **Site Plan** that includes:
  - setbacks from property lines
  - deck dimensions
- **Deck Construction Plan** that includes:
  - house attachment or free-standing
  - distance from deck surface to grade
  - any roof or enclosure
  - footing locations
  - footing sizes (depth & diameter)
  - beam height and thickness
  - joist size and spacing
  - stair location