

# CONSTRUCTION PERMIT APPLICATION GUIDELINES

- A. Submit permit to the City Clerk's office at least 10 days prior to start of construction.
- B. Complete Sections A and B - (Section A items 1,2,3 & 4 must be completed in full before utility inspection).
- C. Copy of set back requirements for the zoning area that applies to your permit is included with your permit.
- D. Application for utility services, when applicable, is included with this application. Submit all payments necessary, with this application.

## Fees:

- A. Construction Permit \$20.00
- B. Water Connection \$25.00
- C. Sewer Connection \$35.00 for residential, \$100.00 for commercial
- D. Gas Connection will be billed separately after service is installed
- E. Water Deposit \$100.00
- F. Gas Deposit \$150 or the highest usage in the past 12 months of occupancy.

## Other Cost:

Any street repaired required due to cutting of the street to connect any utility services will be billed to the homeowner after the repair has been done.

- E. Three inspections are made to complete this application.
  - 1. Utility inspection by Building Administrator.
  - 2. Initial on-site inspection by Building Administrator.
  - 3. Final inspection by Building Administrator.
- E. After all three inspections are completed and approved, the City Clerk will send a signed copy of your Construction Permit Application to the applicant.
- F. If permit is denied, applicant can apply for a variance with the Winfield Board of Adjustment.

**If building improvements total 10% or more of your property valuation from the Henry County Assessor's Office, don't forget to complete a tax abatement application and present it to the City Clerk. This abatement form must also have city council approval.**

**DON'T FORGET ----- ONE CALL MUST BE NOTIFIED BEFORE ANY DIGGING IS STARTED**  
**1-800-292-8989**

All multiple – unit residential buildings & single-family dwellings which are constructed (after July 1, 1991) shall include the installation of smoke detectors meeting the Iowa Code. (Rule 66105.806 (100) and rule 661-5.807 (100)).

Copies of the complete ruling are available at the City Office, 115 N. Locust, Winfield, Iowa. 319-257-6661.

# CONSTRUCTION PERMIT APPLICATION

## SECTION A

This permit and **\$20.00** (plus additional connection charges if applicable) is to be filed with the City Clerk. Checks & money orders should be made payable to City of Winfield.

OFFICE USE ONLY Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Check Number \_\_\_\_\_

DATE \_\_\_\_\_ 20 \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

### MAILING ADDRESS

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

CONTACT TELEPHONE \_\_\_\_\_

### UTILITIES SERVICE REQUESTED FROM THE CITY OF WINFIELD:

( ) Natural Gas      \_\_\_ New Service      \_\_\_ Extended Service      \_\_\_ No Service

( ) Water            \_\_\_ New Service      \_\_\_ Extended Service      \_\_\_ No Service

( ) Sewer            \_\_\_ New Service      \_\_\_ Extended Service      \_\_\_ No Service

Connect charge for Residential **Sewer** is \$35.00, Commercial is \$100.00.

Connect charge for **Water** Services is \$25.00

**Gas** connection charge will be billed after install is completed, see Utility Superintendent for more information.

**Total \$** \_\_\_\_\_

**ALL FEES ARE REQUIRED TO BE INCLUDED WITH YOUR PERMIT**

### CONSTRUCTION LOCATION:

Street address \_\_\_\_\_

Lot size \_\_\_\_\_

Lot number (s) \_\_\_\_\_ Block number (s) \_\_\_\_\_

Subdivision \_\_\_\_\_ Zoning district \_\_\_\_\_

Completion date \_\_\_\_\_, 20 \_\_\_\_\_

**YOU WILL NEED TO SUPPLY THE FOLLOWING INFORMATION:**

1. Location of the lot corners and ALL corners of construction need to be physically marked with flags and/or markings painted on the ground.
2. The purposed construction on graph paper, sketch in relation to your lot lines. FRONT, SIDES & REAR SET BACK DISTANCES.
3. By sketch, the current drainage from the lot(s) and how the construction will or will not affect the points of runoff.
4. Entrance points of sewer, water & gas to proposed building. Please complete 2, 3 & 4 on the graph paper included.

**SECTION B**

**PURPOSE OF CONSTRUCTION** \_\_\_\_\_

**TYPE OF CONSTRUCTION**

- BUILDING: Wood frame \_\_\_\_\_ Steel \_\_\_\_\_ Concrete block \_\_\_\_\_ Brick \_\_\_\_\_ Other \_\_\_\_\_
- FENCES: Chain link \_\_\_\_\_ Vinyl \_\_\_\_\_ Wood \_\_\_\_\_ Wired \_\_\_\_\_ Other \_\_\_\_\_

**HEIGHT OF BUILDING/FENCE** \_\_\_\_\_ feet

**FOUNDATION:** Basement \_\_\_\_\_ Perimeter wall below frost line / pad. \_\_\_\_\_

Poured concrete \_\_\_\_\_ Concrete block \_\_\_\_\_ Trenched Concrete \_\_\_\_\_

**CONSTRUCTION DIMENSIONS** \_\_\_\_\_

**CLOSEST POINT OF CONSTRUCTION TO LOT LINES:** (Foundation walls)

Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

**DOES APPLICANT HOLD TITLE TO THIS PROPERTY?** ( ) YES ( ) NO

If NO, please list Titleholder NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Other Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_