

City of Menville

(Building Permit Application)

21 W. Main St., Box 420
Menville, IA 51039
(712) 873-3545
Web: www.visitmenville.com
Email: menville@wiatel.net

Permit#: _____
Issuance Date: _____
Fee Amt. \$ _____

Property Address _____

Name of Applicant _____

Are you the contractor? Y _____ N _____ Are you the property owner? Y _____ N _____

**** If not the property owner, you must be registered with the State of Iowa as a Contractor****

Contractor Iowa Registration No. _____

Applicant's Mailing Address _____

Applicant's Phone # _____ Cell Phone _____

E-mail address _____

Legal Description (if new structure) _____

Type of Improvement ☐ New Building ☐ Addition ☐ Alteration/Repair

Other _____

Describe Proposed Project _____

Overall Cost of Project \$ _____ Number of stories _____

Required permits applied for:

☐ Building ☐ Plumbing ☐ Electrical ☐ Furnace/HVAC ☐ Other

Please list all subcontractors (if applicable):

Building _____ Furnace _____

Plumbing _____ Others _____

Electrical _____

Zoning Area _____ Use of Structure _____

Type of Construction _____

Height of structure measured from finished grade to highest point of roof _____

Elevation above curb to top of foundation _____ (2 ½ foot minimum on new residential)

Distance from lot lines: Front _____ Rear _____

Side _____ Side _____

Corner lot – distance from the street side _____

Square Footage of: Main Floor _____ Second Floor _____

Garage _____ Basement _____

Other _____

SWPPP Required ☐ Yes ☐ No (see item no. 14 on the next page for explanation)

This application must be accompanied by a full set of building plans. Hand drawn may be accepted if done to scale. The following will be required: 1) Site Plan; 2) Floor Plan; 3) Elevations; 4) Footing/Foundation/Wall sections; 5) Grading Plan (show drainage plan); 6) RES-Check or COM-Check – mandatory enforcement of energy code requirements. (Exceptions to these requirements may apply to simple remodels, decks, sprinkler systems, etc. Call this office if unsure.)

I hereby apply for a building permit as described herein and as drawn on all attached drawings submitted with this application. I further state that the said construction will be in accordance with this application and in compliance with the City of Merville, Iowa Municipal Code. I also hereby authorize Utility Service for the above address to be put into my name and I understand that I am responsible for any cost that arises from this Utility Service until Utility Service gets transferred to the rightful owner of the property.

Signature of Applicant

Date

Building Permit Application ☐ Approved ☐ Denied

Signature of Building Official

Date

1. Said applicant shall submit a drawing of the lot (minimum 8 ½ x 11), depicting existing buildings, and proposed construction giving lot dimensions, buildings, and the distance proposed buildings will be from all lot-lines.
2. This building permit is void six (6) months from its issuance date.
3. All contractors working in Merville must provide proof of a valid registration with the Iowa State Division of Labor Services.
4. City Hall must be notified before any taps into water & sewer mains are made. All taps must be approved by the Maintenance Superintendent.
5. It shall be the contractor/owner's responsibility to keep all construction sites cleaned daily during new or remodeling process of construction. Violations will be cited.
6. All utilities are underground, contact Iowa One Call at 1-800-292-8989 before doing any digging.
7. EPA and DNR sediment and erosion control requirements are strictly enforced.
8. Mud must be cleaned off the street on a daily basis.
9. Grinding of curbs or driveways is mandatory. No cutting is allowed.
10. No burning of construction materials is allowed.
11. Eaves, cornices, and similar features may extend one foot into a required yard space except that eaves may encroach three feet into a yard space when such yard space is ten feet or more in width.
12. Contact Postmaster before installing mailbox.
13. Your construction may be subject to additional private requirements. The City does not maintain or enforce restrictive covenants, plat requirements or deed restrictions. Property owners are cautioned to check for private covenants, restrictions and other requirements before construction. To find out if your property is subject to any such requirements, property owners should check records on file with the Woodbury County Recorder's office.
14. A SWPPP IS REQUIRED IF MORE THAN 1 ACRE OF LAND IS DISTURBED FOR A BUILDING PROJECT. THE CITY WILL DO REQUIRED INSPECTIONS TO VERIFY SWPPP REQUIREMENTS ARE BEING MAINTAINED. THE SWPPP IS THE RESPONSIBILITY OF THE PROPERTY OWNER.

**THE CITY OF MERVILLE REQUIRES YOU TO HAVE AN APPROVED, SIGNED AND
PAID BUILDING PERMIT BEFORE ANY CONSTRUCTION IS STARTED**

BUILDING INSPECTOR: DAVE CHRISTENSEN

Cell (712) 899-0258

Email: merville.inspector@gmail.com