

# City of Merville

## Building Permit Application

Permit No.: \_\_\_\_\_

Issuance Date: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

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 No. \_\_\_\_\_ 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 \_\_\_\_\_

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)

THIS APPLICATION WHEN ACCEPTED BY THE CITY IS A CONTRACT, WHICH IN CONSIDERATION OF THE CITY GRANTING A BUILDING PERMIT THE OWNER COVENANTS AND AGREES TO BUILD IN STRICT COMPLIANCE WITH THE DESCRIPTIONS, PLANS, AND SPECIFICATIONS SUBMITTED HEREWITH. THE APPLICANT ACKNOWLEDGES THE OWNER MAY BE HELD RESPONSIBLE FOR THE REMOVAL OR MODIFICATION OF A NONCOMPLIANT STRUCTURE.

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 Water 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 Water Service until Service gets transferred to the rightful owner of the property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Building Permit Application:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
_____ 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 shall become null and void, if the building or work authorized by such permit is not commenced within 120 days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 120 days. In any event the building permit shall expire upon the anniversary of its issue. Before such work can be recommenced, a new permit shall be first obtained. Reissued permit fees will be applied.
3. All contractors working in Merville must provide proof of a valid registration with the Iowa State Division of Labor Services.
4. Public Works Department must be notified before any taps into water & sewer mains are made. All taps must be approved by the Public Works Director.
5. It shall be the contractor/owner's responsibility to keep all construction sites cleaned daily during new or remodeling process of construction.
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. Contact Postmaster before installing mailbox.
12. 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.

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

**BUILDING INSPECTOR: DAVE CHRISTENSEN**

Phone: 712-899-0258

Email: [dave@absoluteinspectionsservices.com](mailto:dave@absoluteinspectionsservices.com)

**New or Re-purposed**

Commercial exceeding 3,000 square feet	1/4 of 1% of estimated construction cost
Commercial less than 3,000 square feet	\$360
Residential	\$360
Detached building with utilities	\$250
Detached building without utilities	\$200
Renovation attached to structure	\$250
Small Structure (120 square feet or less)	\$50
<b>Other</b>	
Fence permit	\$50
Sidewalk permit	\$50
Grading permit	\$50
<b>Water Meters</b>	
3/4" Water Meter	\$240.75
1" Water Meter	\$309.23
*Water meters are to be purchased through City Hall. Homeowner's plumbing contractor is responsible for installation.	

## SITEPLAN

1. Indicate North point and abutting roads.
2. Show locations of all structures and driveway, indicate if new or existing.
3. Show all dimensions of proposed structures and other development, expressed in feet.
4. Show off street parking and loading areas with dimensions. Contact Clerk for specific rules.
5. Show location of well and septic including tank and drain field, if applicable.
6. There may be designated setbacks that vary from one zone district to another. The property owner is responsible and liable for exact measurements from all lot lines and road right-of-way lines. Check with the Clerk for zoning setbacks in the district that you are improving.
7. Designated flood areas require a flood plain development permit which includes additional
8. Application and drawings must be completed in its entirety and returned with the filing fee before it will be processed and approved.

