



# BUILDING PERMIT APPLICATION

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

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

	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.

<u>CONSTRUCTION FEES/PERMITS</u>	<u>FEE</u>	<u>RECEIPT NO.</u>	<u>DATE PAID</u>	<u>PERMIT NO.</u>
BUILDING PERMIT.....	_____	_____	_____	_____
DECK PERMIT.....	_____	_____	_____	_____
ELECTRICAL PERMIT (IF NEEDED).....	_____	_____	_____	_____
PLUMBING PERMIT (IF NEEDED).....	_____	_____	_____	_____
HEATING PERMIT (IF NEEDED).....	_____	_____	_____	_____
OTHER (Plan Review, Flood Plain App) .....	_____	_____	_____	_____

<u>UTILITY CONNECTION FEES/PERMITS</u>				
EL SERVICE FEE.....	_____	_____	_____	WA METER #
WA CONN FEE ..... (\$100.00) .....	_____	_____	_____	_____
WA METER & HARDWARE. (¾" - \$300.00) .....	_____	_____	_____	_____
WA METER & HARDWARE (1"- \$423.00) ..	_____	_____	_____	_____
IRR METER (¾" - \$302.00; 1" \$423.00).....	_____	_____	_____	_____
WA TAPPING FEE .....(\$100.00).....	_____	_____	_____	EL METER #
SE CONNECTION FEE. ....(\$100.00).....	_____	_____	_____	_____
SE TAPPING FEE. .... (\$100.00).....	_____	_____	_____	_____
STREET OPENING.....	_____	_____	_____	_____

Submit COMPLETED Applications to: Carlisle City Hall 100 N 1<sup>st</sup> St; PO BOX 430, Carlisle, IA 50047

CITY HALL: 515-989-3224

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

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

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

Signature of Applicant \_\_\_\_\_ Address \_\_\_\_\_ Application Date \_\_\_\_\_

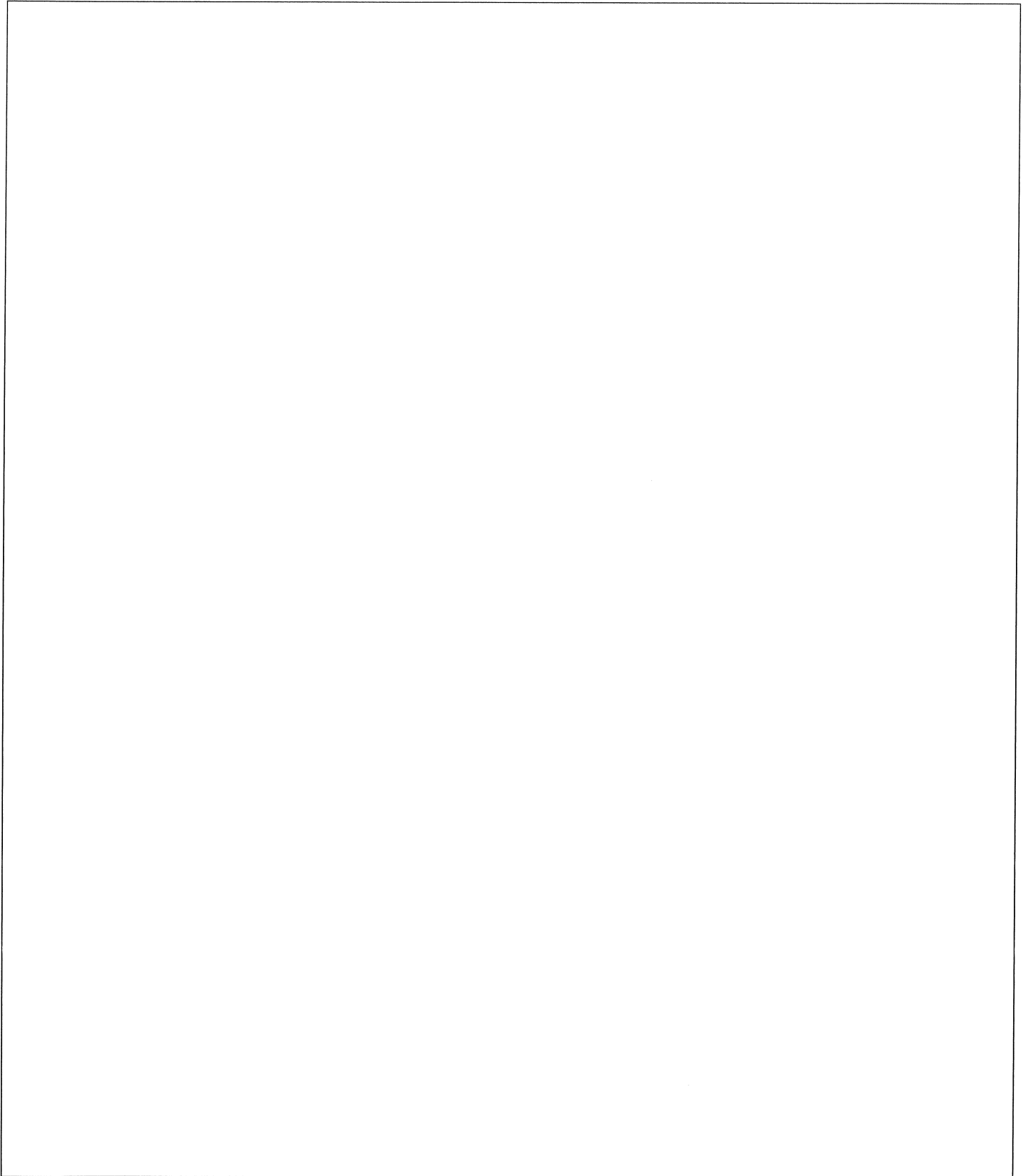
**DO NOT WRITE IN SPACE BELOW - FOR OFFICE USE ONLY**

Approved By \_\_\_\_\_ Valuation \_\_\_\_\_ Approval Date \_\_\_\_\_

# SITE PLAN

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

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

A large, empty rectangular box with a thin black border, occupying the majority of the page below the text fields. It is intended for the site plan drawing.



**All new construction, remodels, additions, enlargements, repair, moving, removal, conversion, demolition, and alterations require a building permit, as well as decks, fences, signs, and sheds. A trade permit is required for all plumbing, electrical, and mechanical work.**

The application for a building permit must be filled out completely including complete contact information and must include the following:

- A scalable set of building plans. Electronic plan files are acceptable and encouraged.
- Site plans that include property lines, existing structures, location of existing structures with measurements to property lines and other structures and location of proposed building or structure.
- Description of work to be performed.
- 2012 IECC Energy Compliance information: Prescriptive, Trade Off (ResCheck), Performance (HERS)
- Trade permits for any electrical, mechanical or plumbing work completed.

All work must conform to the applicable building code and/or City Ordinances.

Work must not commence until all associated fees are paid and an approved building permit issued. A preconstruction conference with the building official may be required prior to the issuance of the permit.

When all requirements have been met, a permit will be issued. A permit is valid for 1 year and work must commence within 180 days from date of issuance.

Required Inspections: (some circumstances may require additional inspections)

INSPECTION	NOTES
Footing .....	Prior to pouring concrete
Foundation .....	Prior to pouring concrete
Sewer/Water/Storm .....	According to City specifications
Groundwork Plumbing .....	Wet test required, weather permitting - Prior to pouring concrete
Plumbing .....	Prior to interior wall finish. Wet test required, weather permitting
Electrical .....	Temp pole prior to meter release, Rough in prior to insulation and meter release
Mechanical .....	Prior to insulation
Framing .....	Prior to insulation
Sidewalk/Approach .....	According to City specifications
Final .....	<b>No structure may be occupied until a Certificate of Occupancy is issued</b>

Work must not be completed beyond the point indicated in each inspection without first obtaining the approval of the building inspector. Any portions that do not comply must be corrected and not covered or concealed until authorized. The building inspector can require construction to be removed if the appropriate inspections were not completed.

**One business day notice is requested on all inspections.** Inspections will be completed by the end of the next business day if one day's notice is provided. All attempts will be made to accommodate same-day inspections, but a same-day inspection cannot be guaranteed. **It is the responsibility of the permit applicant to alert the building inspector and schedule necessary inspections or to cancel or reschedule an existing scheduled inspection for any reason.** A trip charge may be assessed if you are not ready at the time of the scheduled inspection and a reinspection is required.

**By following these guidelines, the proper inspections can be completed in a timely manner with minimal disruption of your work schedule. Please call Safe Building with any questions about this process, building code or inspection results.**