

Building & Zoning

307 East Monroe St
Mount Pleasant, IA 52641
319-385-1474
Jack Swarm, Building and Zoning Administrator



APPLICATION FOR PERMIT, CERTIFICATE OF OCCUPANCY AND CERTIFICATE OF ZONING COMPLIANCE

INSTRUCTIONS AND IMPORTANT INFORMATION - READ ALL:

For right-of-way, sewer tap, driveway, and sidewalk permits, contact the Public Works Department, 1201 N Broadway St, 319-385-1480. Applications for zone changes, variances, sidewalk use, encroachment, peddlers/temporary vendors, etc., require different forms to be submitted. Please contact Building & Zoning Administrator (BZA) for these forms.

This form may be used to request various permits and certificates from the Building and Zoning Administrator (BZA), and to gather most information needed to ensure that projects will comply with the building, zoning, and other city ordinances. Fill out the form to the best of your knowledge, and provide any construction plans you may have. Providing the most information possible will expedite the granting of a permit. The BZA may contact you for additional questions or information. If the request is approved, a separate permit document will be issued. A fee may be required when the permit is issued. The BZA will contact you regarding additional requirements.

Permits for residential and small commercial projects can be issued by the BZA. New or large commercial projects may require special approvals from the City Council. In the downtown area, construction, exterior visual changes, and new signs require special committee approval. The BZA will contact you regarding approval process.

Various local, state, and federal laws regulate construction work. You should not undertake work yourself without being familiar with applicable laws. Other local, state, or federal permits may be required, which the BZA does not handle. Work is required to be inspected by the city and other government agencies as applicable during the construction process. The BZA will inform you of required city inspections when the permit is issued.

Contact Iowa One Call to request that underground utilities be located before making any excavation. Be aware of the dangers associated with asbestos and lead and the laws which regulate these hazardous materials. Be aware of any and all easements and locations of utilities. This permit pertains to building and zoning ordinances only and does not pertain to other city ordinances, easements, covenants, state or federal laws, utility requirements, etc.

PROJECT INFORMATION:

APPLICATION DATE: _____

TYPE(S) OF PERMIT(S) REQUESTED:

☐ BUILDING ☐ ELECTRIC ☐ PLUMB/HVAC ☐ SIGN ☐ FENCE ☐ DEMOLITION ☐ TEMP SIGN

PROJECT ADDRESS: _____

ESTIMATED COST OF WORK (EXCLUDE COST OF LAND; INCLUDE ALL OTHER COST: MATERIALS, LABOR AND COST ASSOCIATED WITH ELECTRICAL, PLUMBING, HVAC, FINISH WORK, ETC.) \$ _____

SIGN PERMITS: INCLUDE AN IMAGE OF THE SIGN WITH DIMENSIONS.

PLUMB/HVAC: INCLUDE NUMBER OF FIXTURES, OUTLETS, APPLIANCES, DRAINS, METERS, BACKFLOW DEVICES, GREASE TRAPS, ETC. SEE PERMIT FEE SCHEDULE.

[illegible][illegible]

LIST DOCUMENTS SUBMITTED FOR REVIEW & APPROVAL:

APPLICANT:

NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

RELATIONSHIP TO OWNER: _____

PROPERTY OWNER:

NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

CONTRACTOR INFORMATION:*As applicable to your project, provide to the best of your knowledge the contractor information listed below.**Attach additional sheet if necessary.***PRIMARY/GENERAL:** _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

ELECTRICIAN: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

HVAC: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

PLUMBER: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

ENGINEER: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

ARCHITECT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

FIRE SPRINKLERS & ALARM: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

DISCLAIMER:

I CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. SEPARATE PERMITS ARE REQUIRED FOR OTHER TYPES OF WORK NOT LIMITED TO ELECTRICAL, PLUMBING, HVAC, SIGN, FENCE, DEMOLITION, STREET, SEWER, DRIVEWAYS, UTILITY, ETC. ONCE ISSUED, PERMITS ISSUED BY THE BZA BECOME NULL AND VOID IF AUTHORIZED WORK IS NOT COMMENCED WITHIN 180 DAYS, OR IF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED. ABANDONED/INCOMPLETE PROJECTS BECOME CLASSIFIED AS NUISANCES AND APPLICABLE CODES WILL BE ENFORCED.

ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH, WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME THE GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY APPLICABLE LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. ALL WORK MUST BE INSPECTED BEFORE IT IS CONCEALED, AND WHEN IT IS COMPLETE. THIS PERMIT PERTAINS TO BUILDING AND ZONING ORDINANCES ONLY AND DOES NOT PERTAIN TO OTHER CITY ORDINANCES, EASEMENTS, COVENANTS, STATE OR FEDERAL LAWS, UTILITY REQUIREMENTS, ETC.

Signature, Applicant

Date _____

DISPOSITION OF APPLICATION (OFFICE USE ONLY)

DATE RECEIVED: _____

RECEIVED BY: _____

DATE OF DETERMINATION: _____ ☐ APPROVED ☐ DENIED

Signature, Building & Zoning Administrator

REQUIRED FEE: _____

REQUIRED CERTIFICATES: ☐ OCCUPANCY ☐ ZONING COMPLIANCE ☐ N/A

NOTES: _____

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