



Housing & Community Development Department
36 North Center Street
Marshalltown, IA 50158

ZONING PHONE: 641-754-5756
BUILDING PHONE: 641-754-5737
FAX: 641-754-5742

Business Hours: Monday to Friday 8:30 to 5:00

Building Permit Packet for Multi-Family, Commercial, and Industrial Uses

Directions: The following information is required for City staff to review a building permit application:

- A complete building permit application
- A site plan that meets the requirements listed
- Driveway/curb cut application (if applicable)

*****If you are unable to complete the required information please contact the appropriate persons/professionals who can assist you in completing the required paperwork*****

Return this packet to the zoning office, first floor of City Hall.

Once submitted, the City Planner, Engineering staff, and the Building Official review the packet.

The applicant will be contacted by phone when the permit is approved. Permits are picked up and fees paid at the City Clerk's office, City Hall.

The following permits/fees may be applied depending on the request. For more information contact the appropriate department.

- Building Permit
- Demolition Permit
- Driveway/Entrance Permit
- Driveway Extension Permit
- Electrical Permit
- Excavation Permit
- Gas Permit
- Moving Permit
- Plumbing Permit
- Satellite Dish Permit
- Sewer Connection Permit
- Sewer Connection Fee
- Sidewalk Inspection Fee
- Sidewalk Staking Fee
- Sidewalk Escrow
- Water Connection Fee
- Water Tapping Permit

*This is a list for general reference, and does not include all City permits/fees.

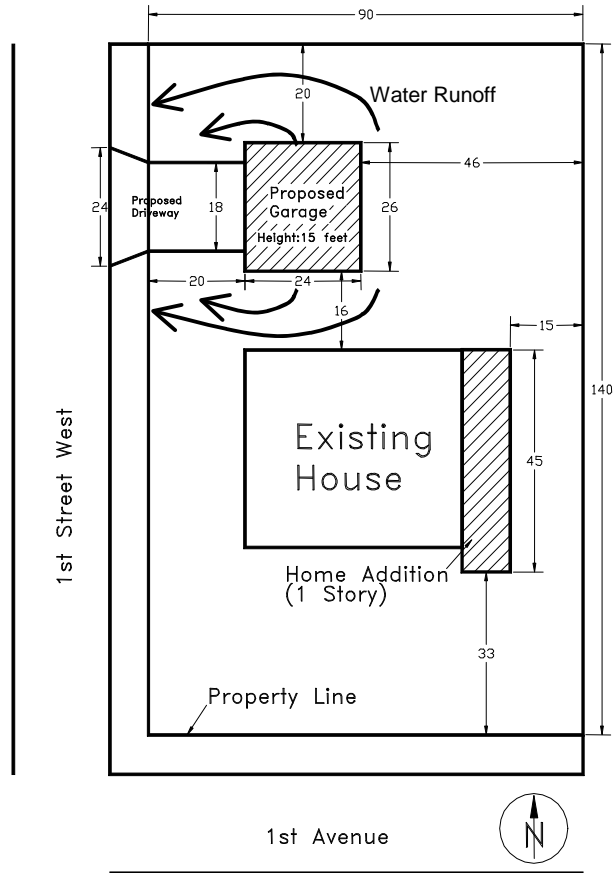
Site Plan Required

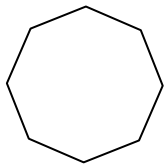
1. Standard Site Plan Requirements:

Standard site plans shall include the following information:

- a) Date of preparation and north arrow;
- b) A scale no larger than 1" = 10' and no smaller than 1" = 100';
- c) Name, address, and phone number of the owner of record of the property, applicant, and the person(s) or firm preparing the site plan;
- d) Property lines;
- e) Location and applicable dimensions of existing structures and applicable driveways and entrances;
- f) Location and dimensions of the proposed developments, including height.
- g) A storm water management plan that details the direction of surface flow, any detention and/or retention areas, and any outlet control structures and devices. Additional information may be required if deemed necessary by the City Engineer.**
- h) Where applicable, elevation views of existing and proposed structures from all directions. These elevation views shall indicate shape, height, type and color of materials. All drawings shall be to scale, with the scale indicated.
- i) Location and dimensions of all existing paved surfaces and all abutting streets.
- j) The grade shall be shown if deemed necessary by the City Engineer or Zoning Administrator.
- k) The complete traffic circulation and parking plan including the location and dimension of all existing and proposed parking spaces, loading areas, entrance and exit drives, curb cuts, pedestrian walkways, dividers, curbs, islands, and other similar parking and drive improvements.**
- l) Existing and proposed location of all outdoor trash and dumpster areas and method of screening such areas. Dumpster locations shall be screened, and shall not be visible from public streets and shall not be located in the right-of-way;
- m) Location and type of all existing and proposed signs and of all existing or proposed lighting of the property which illuminates any part of the required yard;
- n) Location of existing trees 6" or larger in diameter, any rock outcrops, landslide areas, springs and streams, and other water bodies, any areas subject to flooding;
- o) Location, amount, and type of any proposed landscaping fences, walls, or other screening as required by the zoning regulations;
- p) Soil tests, traffic impact studies, utility capacity analysis, and similar information if deemed necessary by the Zoning Administrator or City Engineer to determine the feasibility of the proposed development;
- q) Location and type of all plants, grass, trees, or ground cover to be used in the landscape. Shall indicate the number of each size and species of tree and shrub. Type of ground cover and form or erosion control shall be illustrated; and
- r) Location of the nearest and all proposed fire hydrants.

SAMPLE SITE PLAN





North Arrow

Name:

Address:

Date:

CITY OF MARSHALLTOWN, IOWA
BUILDING DEPARTMENT
APPLICATION FOR BUILDING PERMIT
Building Official: 641-754-5737
Zoning Office: 641-754-5756

DATE: _____

OWNER'S NAME _____ PHONE _____
ADDRESS OF PROPOSED CONSTRUCTION _____
GENERAL CONTRACTOR _____ PHONE _____
ADDRESS _____
IOWA REGISTRATION NUMBER _____ EXPIRATION DATE _____
LIABILITY INSURANCE CARRIER _____
CURRENT CERTIFICATE OF INSURANCE ON FILE? YES _____ NO _____
ELECTRICAL CONTRACTOR _____
PLUMBING CONTRACTOR _____
MECHANICAL CONTRACTOR _____

DESCRIPTION OF WORK CHECK _____ \$ _____
APPROPRIATE SPACE

NEW _____ REPAIR _____
ALTERATION _____ REMODEL _____
ENLARGE _____ DEMOLISH _____
SATELLITE _____
BUILDING USE: _____
DESCRIBE SCOPE OF WORK: _____

SIZE _____ X _____ SQ. FT _____
NUMBER OF STORIES _____

BASEMENT _____ CRAWL SPACE _____
CELLAR _____ OTHER _____

SPECIFICATIONS

FOUNDATION
MATERIAL SIZE _____
FOOTING SIZE _____
PIERS (NUMBER & SIZE) _____
DEPTH IN GROUND _____
FRAMESIZE SPACING SPAN

GIRDERS-BEAMS _____
FLOOR JOIST _____
RAFTERS _____
EXTERIOR WALLS _____
INTERIOR WALLS _____
CEILING JOIST _____
SUBFLOOR _____
ROOF PITCH _____

THIS FORM IS TO ACCOMPANY REQUIRED PLANS, FLOOR PLANS, ELEVATIONS, CROSS SECTION DETAILS AND OTHER INFO AS MAY BE REQUIRED.

COVERINGS – SPECIFY TYPE & THICKNESS
INTERIOR WALL _____
EXTERIOR WALL _____
CEILING _____
ROOFING _____

APPLICANT'S SIGNATURE _____

MISCELLANEOUS INFORMATION _____

THIS IS ONLY AN APPLICATION—WORK IS NOT TO BE STARTED UNTIL A BUILDING PERMIT IS GRANTED.

ESTIMATE COST OF CONSTRUCTION (TO INCLUDE LABOR, MATERIALS, PLUMBING, ELECTRICAL, MECHANICAL ETC.)

**CITY OF MARSHALLTOWN
DRIVEWAY APPLICATION AND PERMIT**

Zoning: 641-754-5756; Engineering: 641-754-5734 PERMIT # _____

Applicant Information

Contractor:	Phone:
Property Owner:	Phone:
Address:	
Date:	

Driveway, Driveway Extension, Curb Cut and Entrance Requirements

1. No garage or 1 stall garage: 12' driveway allowed + one extension
2. 2 stall garage and larger: 24' driveway allowed + one extension
3. Driveway extension: 10' width of one vehicle allowed
 Driveways up to 34' shall be allowed for new 2 stall garages with extensions.
4. Only one driveway is allowed in a front yard per street frontage. No driveway shall be located in front of a dwelling, but must be to the side of the dwelling, except for any dwelling area portions attached to and located above or behind a garage. If the dwelling has an attached garage, the driveway must be located on the same side as the garage. A driveway shall be connected and lead to only one curb cut or entrance.
5. A driveway extension must be contiguous and parallel to the driveway and must be located between the driveway and the side property line in the direction away from the dwelling, if there is sufficient space.
6. Driveway and driveway extension surfaces on private property must be concrete, blacktop, asphalt, or bricks, and constructed and maintained in quality, quantity and size to prevent the creation of ruts or deterioration or damage to the driveway, driveway extension or soil beneath from vehicle use. The use of gravel is not permitted on any new driveways or driveway extensions. If repairing a gravel driveway, existing driveway must be free and clear of weeds, grass, and other non-acceptable ground cover or repair must be made in accordance with these rules.
7. Residential lots greater than 0.5 acres and with a front yard depth greater than 75 feet are exempt from certain driveway and extension regulations. Contact zoning for additional information at 754-3154. A driveway permit is still required to be submitted and approved.
8. All work in the city right-of-way shall be subject to the approval of the City Engineer or other applicable Public Works staff. Driveways and sidewalks within the street right-of-way must be paved with a minimum of 6 inches of full depth portland cement concrete or equivalent strength hot mix asphalt unless otherwise approved by the City Engineer.
9. It shall be unlawful for any person, firm or corporation to cut or remove any curbing for any purpose without first securing a written permit therefore from the City Engineer.
10. All contractors and individuals working in any portion of the street right-of-way shall be bonded and insured as provided in the code of Marshalltown and on file with the City Clerk.
11. All work shall be in accordance with the current City of Marshalltown specifications.
12. Approaches shall not project across the property line without the written permission from the abutting property owner placed on file with the City Engineer.
13. An inspection shall be requested from the City Engineer's Office (Phone: 754-5734) prior to the contractor placing the surface. Enough advance notice shall be given to provide ample time for the inspector to get to the job site and inspect the work so the contractor can make any changes required, before the surface material arrives.
14. If necessary, A _____ diameter culvert (12-inch minimum) shall be installed as shown on the attached standard.

(OVER)

15. Culvert pipe required under the driveway entrance within street right-of-way shall be 1500-D Reinforced Concrete Pipe (RCP), A-2000 PVC meeting ASTM F-949, or High Density Polyethylene (HDPE) corrugated exterior with smooth interior walls meeting AASHTO M294/MP7-Type S and ASTM D-3350 with Minimum Cell Classification # 335420C unless otherwise approved by the City Engineer.

16. ____ See attached drawing for additional grade and cross section requirements.

Please complete following information.

Include a drawing and dimensions of the lot, including all structures and the driveway and/or extension.

1. Total width of driveway and extension AFTER proposed construction:	
2. Driveway width after construction:	Extension width after construction:
3. Flare width per side:	Width of total curb cut after proposed construction (width + flares):

I hereby state that I have read and understand the above regulations concerning driveways, driveway extensions, curb cuts and entrances.

Signature of contractor or property owner: _____

For City Use Only

Permission is hereby **granted** by the Public Works Director/City Engineer to perform a curb cut or entrance as requested above.

Public Works Director/City Engineer

Date

Permission is hereby **granted** by the City Planner to install a driveway and/or driveway extension as requested above.

City Planner, City of Marshalltown

Date

Permission is hereby **denied** for the request because of the following reason(s):

City of Marshalltown

Date

The following fees are required to be submitted before approval of the permit:

- \$25.00 Driveway extension **with** authorization prior to the start of construction.
 - \$50.00 Driveway extension **without** authorization prior to the start of construction.
 - \$10.00 Entrance/Curb cut.
 - \$20.00 Driveway Inspection.
 - \$30.00 Sidewalk Inspection.
- \$ _____ Total Cost