



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 Single-family and Two-family (Duplex) Residential 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, 36 North Center Street.

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 may not include all City permits/fees.

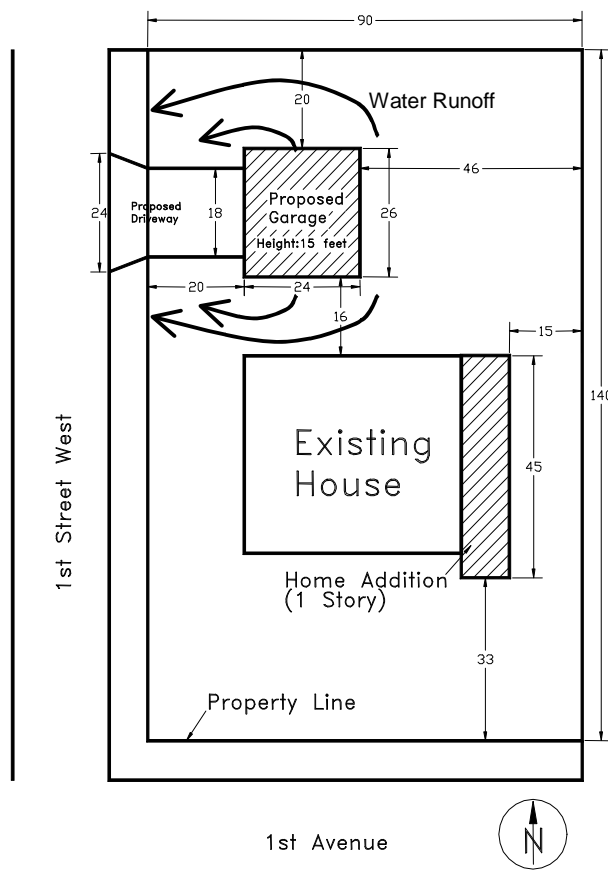
Site Plan Required

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.

SAMPLE SITE PLAN



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**

SPECIFICATIONS

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 _____

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 _____

COVERINGS – SPECIFY TYPE & THICKNESS

INTERIOR WALL _____

EXTERIOR WALL _____

CEILING _____

ROOFING _____

MISCELLANEOUS INFORMATION _____

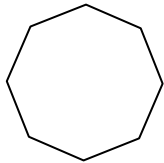
**THIS FORM IS TO ACCOMPANY REQUIRED
PLANS, FLOOR PLANS, ELEVATIONS, CROSS
SECTION DETAILS AND OTHER INFO AS
MAY BE REQUIRED.**

APPLICANT'S SIGNATURE

**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.)**

\$ _____



North Arrow

Name:

Address:

Date: