

BUILDING PERMIT APPLICATION

City of Marshalltown Housing & Community Development
24 N. Center Street, Marshalltown, IA 50158
641-754-5756 – bldginsp@marshalltown-ia.gov

MARSHALLTOWN

IOWA

JOB SITE		TYPE OF DEVELOPMENT		
Address: Name: Date:		<input type="checkbox"/> One Family <input type="checkbox"/> Two Family <input type="checkbox"/> Multi # _____ <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Driveway <input type="checkbox"/> Alteration <input type="checkbox"/> Demolition <input type="checkbox"/> Driveway Extension		
CONTACT INFORMATION		BUILDING SQUARE FOOTAGE		
OWNER	Name:	Level 1:		Level 2:
	Address:	Unfinished:		Finished:
CONTRACTOR	Email:	Accessory Building:		Other:
	Phone:			
ARCHITECT/ENGINEER	Name:			
	Company:			
SUB-CONTRACTORS	Address:			
	Email:			
SUB-CONTRACTORS	Phone:			
	Iowa Registration Number:	Expiration Date:		
Current Certificate of Insurance on File? Yes ___ No ___ Please attach a copy if not on file.		Liability Insurance Carrier:		
		Expiration Date: _____		
SUB-CONTRACTORS	Name:			
	Company:			
SUB-CONTRACTORS	Address:			
	Email:			
SUB-CONTRACTORS	Phone:			
	Company:	Phone:		
		Lic #:		
Company:		Phone:		
		Lic #:		
Company:		Phone:		
		Lic #:		
DESCRIPTION OF PROJECT				
Building V&K: 515-850-2980 Electrical & Plumbing: 515-850-2980 Engineering: 641-754-5734 Fire: 641-754-5751 Zoning: 641-754-5756 Storm Water: 641-754-5734				
ADDITIONAL ACKNOWLEDGEMENTS				
<ul style="list-style-type: none"> ➤ Except as provided by law, where any work has been started prior to obtaining this permit, the regular fee shall be doubled. ➤ This permit shall expire in one year or if work has not commenced in 180 days or has been abandoned for 120 days. (Commercial projects may be longer based on the scope of work.) ➤ ALL WORK MUST BE INSPECTED. It is the responsibility of the permittee to call for inspections. No work shall be concealed or covered until approved by the inspector. ➤ The permittee acknowledges they are proficient in the performance of the work covered by the permit. ➤ Completion of this application does not guarantee the issuance of a permit. ➤ All paperwork must be submitted to City Hall or via Email to the appropriate department. Building Division: bldginsp@marshalltown-ia.gov 				
SIGNATURE OF OWNER OR AGENT				
X Date:				

***** FOR CITY USE ONLY *****

The Permit Application and applicable plans have been reviewed and the permit is hereby APPROVED/DENIED. All related permit fees must be paid prior to the start of any work. Please see the attached sheet for total fees owed.

Permit #

Official Signature:	Date:
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ADDITION CONSTRUCTION INFORMATION

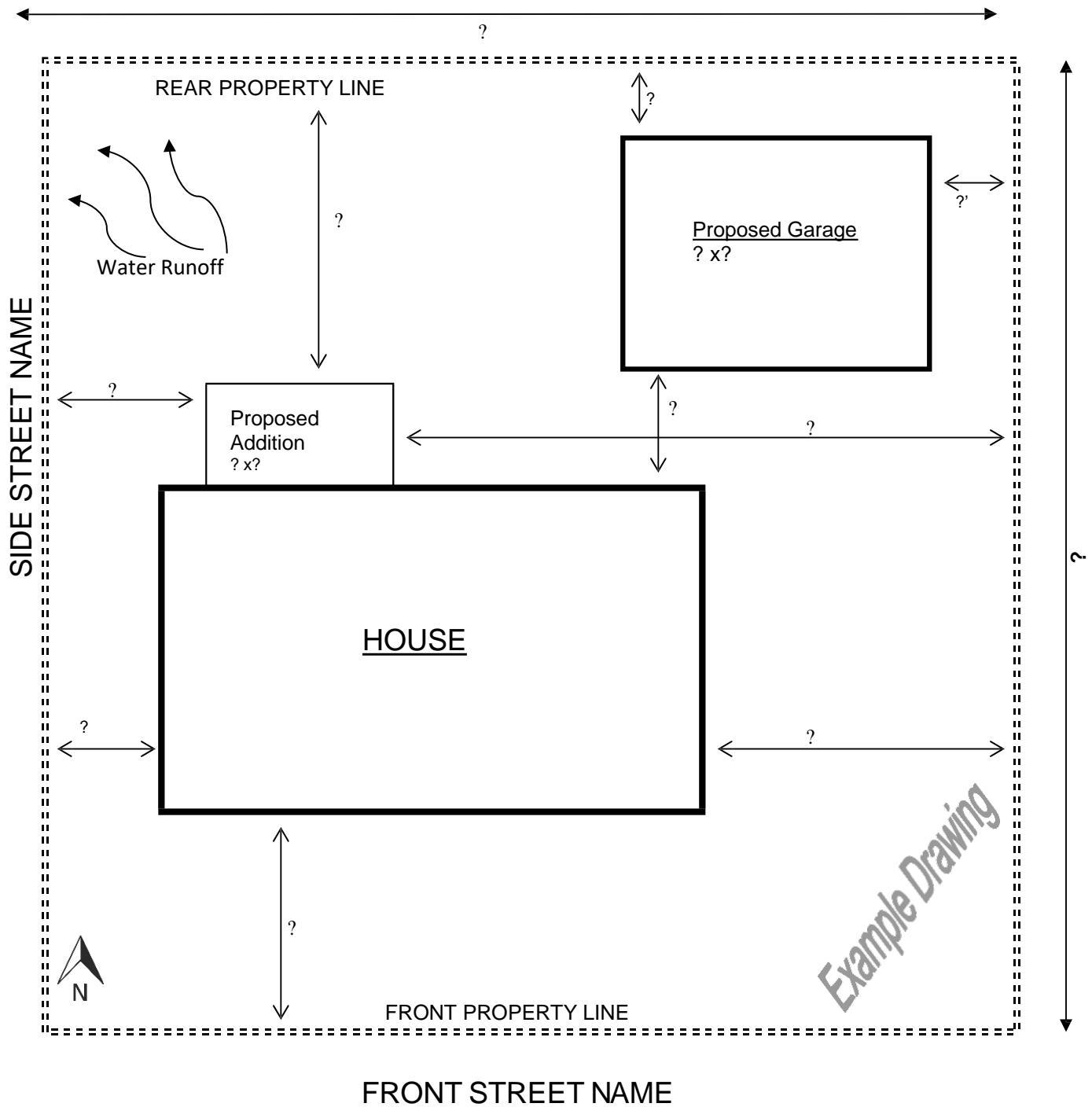
If you are not submitted detailed construction drawings for your project please complete the following information related to your plans.

Foundation Questions	
Are you constructing a foundation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is yes, what is the size of the footings? (width and depth)	
Are you pouring a slab?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If Yes, how thick is it?	
Floor Questions	
What type of floor joist? (material and size)	
What type of support beams? (material, size and ply)	
What type of deck boards? (material and size)	
Wall Questions	
What type of studs are you using? (material and size)	
What is the interior wall surface (i.e. drywall)	
What is the exterior wall covering? (i.e. vinyl siding, wood, concrete panel, EIFS, stucco)	
Building Height Questions	
How many stories is the building?	
What is the sidewall height?	
What is the peak height of the structure?	
Roof Questions	
What is the proposed roof pitch?	
What type of roof structure will you use? (i.e. truss, rafters)	
What type of material covering will you use? (i.e. metal, shingles)	

ADDITIONAL SITE PLAN INFORMATION – Driveway and Sidewalk Questions

Private Driveways	
Are you removing and replacing the driveway from the garage to the sidewalk?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please complete the attached driveway permit and show the dimensions on the site plan.	
Driveway and Sidewalks within city right of way	
Are you removing and replacing the driveway approach and/or any portions of the sidewalk?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please be aware that a bonded contractor will be required to do this portion of the driveway and/or sidewalk.	
A list of contractors can be provided upon request. Engineering (641)-754-5734	
Please complete the attached driveway permit and show the dimensions on the site plan.	

Example Site Plan



Site plans shall include distances from all buildings to all lot lines and distances from building to building. Some site information for Marshall County is available online through Beacon <https://beacon.schneidercorp.com/> Select State and County then search by address.

SITE PLAN

Name:

Property Address:

Please be sure to include the following items in your sketch.

<ul style="list-style-type: none">• Property lines (include lot dimensions if known).• Show the home, other structures, the street, the sidewalk and driveway.• Existing structures & driveways with dimensions.	<ul style="list-style-type: none">• Proposed work with dimensions.• If removing existing structures, driveways or sidewalks show the portions to be removed and/or replaced.
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**CITY OF MARSHALLTOWN
DRIVEWAY APPLICATION AND PERMIT**

Engineering: 641-754-5734

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**
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, 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 **(Phone: 754-5756)**. 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.
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.

PERMIT # _____

This permit must be filled out before altering a driveway or extension. Please respond to all applicable sections.

Applicant Information

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

Drawing/Sketch Requirements

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

Signature Owner/Contractor

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: _____

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

<input type="checkbox"/> \$34.00 Driveway Permit
<input type="checkbox"/> \$23.00 Excavation Permit
<input type="checkbox"/> \$47.00 Driveway extension with authorization prior to the start of construction
<input type="checkbox"/> \$97.00 Driveway extension without authorization prior to the start of construction
<input type="checkbox"/> \$26.00 Entrance/Curb cut
<input type="checkbox"/> \$34.00 Driveway Inspection
<input type="checkbox"/> \$45.00 Sidewalk Inspection
<input type="checkbox"/> \$34.00 Non-Standard Evaluation
\$ _____ Total

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 or designee

Date