

BUILDING PERMIT PROCEDURE CITY OF URBANA, IOWA

- 1) Fill out application completely, including attached map or complete set of building plans. Building plans must include measurements of where the water service line, curb boxes and sewer service lines are located. The City of Urbana requires 1" type K copper service lines from the shut off valve into the home.

- 2) Return completed application, maps and/or plans to City Hall. Be prepared to pay building permit fee.
*It is applicant's responsibility to contact IOWA ONE CALL at 1-800-292-8989 for the various utility locates prior to having the required setback checked.
 Some types of construction are not allowed over certain utilities.*

- 3) a) Applications for new construction will go to City Public Works Director Trent Kramer. Water and Sewer connections will be verified and/or approved, then
 b) Building permit will be forwarded to City Building Inspector Jerry Michaels, and a copy to the Urbana Planning and Zoning Committee.

- 4) Permit and plans will be reviewed to insure they meet all Urbana Code of Ordinance Zoning requirements and all building codes adopted by the Urbana City Code of Ordinances (see attached for most recent Code of Ordinances, Building and Zoning).

- 5) a) If building permit is approved the Building Inspector will inform applicant. The building process can then begin. Beginning construction without a permit is a violation of City Ordinances.

 b) If the building permit is NOT approved the Building Inspector will inform applicant of changes needed to become compliant with City Ordinances. At that time applicant may contact City Hall and request a variance from the Board of Adjustments. A permit will not be issued until either the submitted application and plans meet code or a variance is granted.

- 6) It is the applicant's responsibility to notify the City Building Inspector Jerry Michael (319.327.6104) 24 HOURS PRIOR to any inspection needed.

BUILDING	PLUMBING	ELECTRICAL	MECHANICAL
Setback	Groundwork:	Inspections are	Rough
Footing	Rough	handled by the	Air Test
Foundation	Final	State of Iowa	Final
Framing	Other	Please call	Other
Gypsum Board		Greg Grant	
Final/Occupancy		319.350.2404	
House number			
Other			

The Urbana Public Works Department, Trent Kramer (319.443.2171) MUST BE NOTIFIED 24 PRIOR to any water and sewer service lines being laid or installed. Public Works MUST know where the utility service lines and curb stop will be located. Curb stops CAN NOT be located in a paved area of any type. Any curb stop placed in a paved area will be required to be relocated at the applicant's expense. Public Works must also be notified 24 prior to the final inspection, by the applicant, to verify all utility service lines and curb stops prior to an Occupancy Permit being issued by the Building Inspector.

- 7) All sewer stubs must be sealed and capped until the plumber is ready to connect all plumbing.
- 8) Once plumbing is connected – it is MANDATORY to have the water meter installed. *Water and sewer billing begin on the day the meter is picked up from the City . A bill will be issued during the next billing cycle. The Urbana Public Works department is the ONLY person(s) allowed to turn on the water supply from the curb box.*
- 9) NO building may be occupied prior to the final building and utility inspections and the issuance of an Occupancy Permit by the City of Urbana.
- 10) A re-inspection fee of \$30.00 in addition to the building permit fee may be required if the Building Inspector is notified that required work is ready for inspection and the work has not been completed at the time of the scheduled inspection.
- 11) If there are any questions regarding the City Code of Ordinance Building Code or Zoning Ordinances contact Building Inspector, Jerry Michael, at 319.327.6104. If you have any questions regarding the placement of water and sewer service lines contact Urbana Public Works, Trent Kramer, at 319.443.2171.

Jerry N. Michael
Building Inspector
Residence Phone: 319.327.6104

Trent Kramer
Public Works Director
Shop: 319.443.2171

CITY OF URBANA BUILDING PERMIT FEE STRUCTURE

(The area of all projects of 1000 sq. ft. or greater shall be rounded up to the nearest 1000 sq. ft.)

<u>TYPE OF CONSTRUCTION</u>	<u>SIZE</u>	<u>COST</u>
RESIDENTIAL		
Single Family Residence Permit includes attached garage, porch and/or deck.	Up to, but not exceeding 3000 sq. ft.	\$425.00
	Each additional 1000 sq. ft.	\$200.00
Multi-family	Per 1000 sq. ft.	\$250.00
Mobile Home	Per unit	\$175.00
RESIDENTIAL GARAGES, CARPORTS	Under 860 sq. ft.	\$125.00
RESIDENTIAL GARAGES—OVERSIZE 860 sq. ft. or larger	Per 1000 sq. ft.	\$175.00
GARAGES—Multi-family, detached Single structure divided into multiple garage units	1000 sq. ft. or less Each additional 1000 sq. ft.	\$250.00 \$ 50.00
GARAGES—Commercial storage Includes commercial structures with unfinished interior	Per 1000 sq. ft.	\$250.00
DRIVEWAYS—repair and replacement		\$25.00
ROOF—replace sheeting -replace/overlay shingles-no permit needed		\$75.00
MINOR PROJECTS (Deck, porch, gazebo, utility building) Portable utility building under 121 sq ft exempt	Up to 250 sq. ft. Over 251 sq. ft.	\$ 75.00 \$100.00
FENCES	Up to 250 lineal feet Over 251 lineal feet	\$ 45.00 \$ 60.00
POOLS/HOT TUBS – barriers required	All permanent pools	\$100.00
RESIDENTIAL ADDITIONS	Up to 600 sq. ft. 601—1800 sq. ft. Over 1800 sq. ft.	\$225.00 \$300.00 \$375.00
REMODELING - The installation and/or removal of materials from the framing, wiring and/or ventilation elements of a building		
Base Remodel Permit Fee		\$100.00
Add for HVAC, Plumbing each		\$ 50.00 each
COMMERCIAL, INDUSTRIAL	Per 1000 sq. ft.	\$275.00
SIGNS/BILLBOARDS	Up to 400 sq. ft. Over 401 sq. ft.	\$ 60.00 \$125.00
ELECTRICAL PERMIT --- www.dps.state.ia.us/fm/electrician/index.shtml		
<u>UTILITY CONNECTION FEES</u>		
RESIDENTIAL – Connection to municipal systems		
WATER SYSTEM CONNECTION	Fee per unit	\$950.00
SEWER SYSTEM CONNECTION	Fee per unit	\$950.00
COMMERCIAL OR INDUSTRIAL - Connection to municipal systems		
WATER SYSTEM CONNECTION	Fee per unit	\$900.00
SEWER SYSTEM CONNECTION	Fee per unit	\$900.00
<u>SPECIAL SERVICES FEE</u>		
NEW CONSTRUCTION ONLY	Per Building Permit	\$200.00

