

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.

- 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 (443-5328) 24 HOURS PRIOR to any inspection needed.

BUILDING	PLUMBING	ELECTRICAL	MECHANICAL
Setback	Groundwork:	Groundwork:	Rough
Footing	Rough	Rough	Final
Foundation	Final	Final	Other
Framing	Other	Other	
Gypsum Board			
Final/Occupancy			
House number			
Other			

APPENDIX G

SWIMMING POOLS, SPAS AND HOT TUBS

SECTION AG101 GENERAL

AG101.1 General. The provisions of this appendix shall control the design and construction of swimming pools, spas and hot tubs installed in or on the lot of a one- and two-family dwelling.

SECTION AG102 DEFINITIONS

AG102.1 General. For the purposes of these requirements, the terms used shall be defined as follows and as set forth in Chapter 2.

ABOVE-GROUND/ON-GROUND POOL. See "Swimming pool."

BARRIER. A fence, wall, building wall or combination thereof which completely surrounds the swimming pool and obstructs access to the swimming pool.

HOT TUB. See "Swimming pool."

IN-GROUND POOL. See "Swimming pool."

RESIDENTIAL. That which is situated on the premises of a detached one- or two-family dwelling or a one-family townhouse not more than three stories in height.

SPA, NONPORTABLE. See "Swimming pool."

SPA, PORTABLE. A nonpermanent structure intended for recreational bathing, in which all controls, water-heating and water-circulating equipment are an integral part of the product.

SWIMMING POOL. Any structure intended for swimming or recreational bathing that contains water over 24 inches (610 mm) deep. This includes in-ground, aboveground and on-ground swimming pools, hot tubs and spas.

SWIMMING POOL, INDOOR. A swimming pool which is totally contained within a structure and surrounded on all four sides by walls of said structure.

SWIMMING POOL, OUTDOOR. Any swimming pool which is not an indoor pool.

SECTION AG103 SWIMMING POOLS

AG103.1 In-ground pools. In-ground pools shall be designed and constructed in conformance with ANSI/NSPI-5 as listed in Section AG108.

AG103.2 Above-ground and on-ground pools. Above-ground and on-ground pools shall be designed and constructed in conformance with ANSI/NSPI-4 as listed in Section AG108.

SECTION AG104 SPAS AND HOT TUBS

AG104.1 Permanently installed spas and hot tubs. Permanently installed spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-3 as listed in Section AG108.

AG104.2 Portable spas and hot tubs. Portable spas and hot tubs shall be designed and constructed in conformance with ANSI/NSPI-6 as listed in Section AG108.

SECTION AG105 BARRIER REQUIREMENTS

AG105.1 Application. The provisions of this chapter shall control the design of barriers for residential swimming pools, spas and hot tubs. These design controls are intended to provide protection against potential drownings and near-drownings by restricting access to swimming pools, spas and hot tubs.

AG105.2 Outdoor swimming pool. An outdoor swimming pool, including an in-ground, aboveground or on-ground pool, hot tub or spa shall be provided with a barrier which shall comply with the following:

1. The top of the barrier shall be at least 48 inches (1219 mm) above grade measured on the side of the barrier which faces away from the swimming pool. The maximum vertical clearance between grade and the bottom of the barrier shall be 2 inches (51 mm) measured on the side of the barrier which faces away from the swimming pool. Where the top of the pool structure is above grade, such as an aboveground pool, the barrier may be at ground level, such as the pool structure, or mounted on top of the pool structure. Where the barrier is mounted on top of the pool structure, the maximum vertical clearance between the top of the pool structure and the bottom of the barrier shall be 4 inches (102 mm).
2. Openings in the barrier shall not allow passage of a 4-inch-diameter (102 mm) sphere.
3. Solid barriers which do not have openings, such as a masonry or stone wall, shall not contain indentations or protrusions except for normal construction tolerances and tooled masonry joints.
4. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the horizontal members is less than 45 inches (1143 mm), the horizontal members shall be located on the swimming pool side of the fence. Spacing between vertical members shall not exceed 1.75 inches (44 mm) in width. Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1.75 inches (44 mm) in width.
5. Where the barrier is composed of horizontal and vertical members and the distance between the tops of the hori-

zontal members is 45 inches (1143 mm) or more, spacing between vertical members shall not exceed 4 inches (102 mm). Where there are decorative cutouts within vertical members, spacing within the cutouts shall not exceed 1.75 inches (44 mm) in width:

6. Maximum mesh size for chain link fences shall be a 2.25-inch (57 mm) square unless the fence is provided with slats fastened at the top or the bottom which reduce the openings to not more than 1.75 inches (44 mm).
7. Where the barrier is composed of diagonal members, such as a lattice fence, the maximum opening formed by the diagonal members shall not be more than 1.75 inches (44 mm).
8. Access gates shall comply with the requirements of Section AG105.2, Items 1 through 7, and shall be equipped to accommodate a locking device. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Gates other than pedestrian access gates shall have a self-latching device. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism and openings shall comply with the following:
 - 8.1. The release mechanism shall be located on the pool side of the gate at least 3 inches (76 mm) below the top of the gate, and
 - 8.2. The gate and barrier shall have no opening greater than 0.5 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.
9. Where a wall of a dwelling serves as part of the barrier one of the following conditions shall be met:
 - 9.1. The pool shall be equipped with a powered safety cover in compliance with ASTM F1346; or
 - 9.2. All doors with direct access to the pool through that wall shall be equipped with an alarm which produces an audible warning when the door and its screen, if present, are opened. The alarm shall sound continuously for a minimum of 30 seconds immediately after the door is opened and be capable of being heard throughout the house during normal household activities. The alarm shall automatically reset under all conditions. The alarm system shall be equipped with a manual means, such as touchpad or switch, to temporarily deactivate the alarm for a single opening. Such deactivation shall last for not more than 15 seconds. The deactivation switch(es) shall be located at least 54 inches (1372 mm) above the threshold of the door; or
 - 9.3. Other means of protection, such as self-closing doors with self-latching devices, which are approved by the governing body, shall be acceptable so long as the degree of protection afforded is not less than the protection afforded by Item 9.1 or 9.2 described above.
10. Where an aboveground pool structure is used as a barrier or where the barrier is mounted on top of the pool

structure, and the means of access is a ladder or steps, then:

- 10.1. The ladder or steps shall be capable of being secured, locked or removed to prevent access, or
- 10.2. The ladder or steps shall be surrounded by a barrier which meets the requirements of Section AG105.2, Items 1 through 9. When the ladder or steps are secured, locked or removed, any opening created shall not allow the passage of a 4-inch-diameter (102 mm) sphere.

AG105.3 Indoor swimming pool. All walls surrounding an indoor swimming pool shall comply with Section AG105.2, Item 9.

AG105.4 Prohibited locations. Barriers shall be located so as to prohibit permanent structures, equipment or similar objects from being used to climb the barriers.

AG105.5 Barrier exceptions. Spas or hot tubs with a safety cover which complies with ASTM F 1346, as listed in Section AG107, shall be exempt from the provisions of this appendix.

SECTION AG106 ENTRAPMENT PROTECTION FOR SWIMMING POOL AND SPA SUCTION OUTLETS

AG106.1 General. Suction outlets shall be designed to produce circulation throughout the pool or spa. Single outlet systems, such as automatic vacuum cleaner systems, or other such multiple suction outlets whether isolated by valves or otherwise shall be protected against user entrapment.

AG106.2 Suction fittings. All Pool and Spa suction outlets shall be provided with a cover that conforms with ANSI/ASME A112.19.8M, or a 12" x 12" drain grate or larger, or an approved channel drain system.

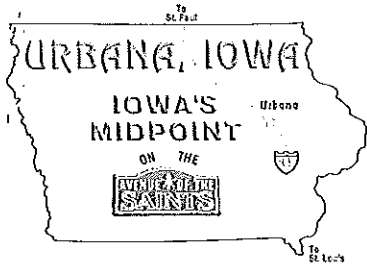
Exception: Surface skimmers

AG106.3 Atmospheric vacuum relief system required. All pool and spa single or multiple outlet circulation systems shall be equipped with atmospheric vacuum relief should grate covers located therein become missing or broken. Such vacuum relief systems shall include at least one approved or engineered method of the type specified herein, as follows:

1. Safety vacuum release system conforming to ASME A112.19.17, or
2. An approved gravity drainage system

AG106.4 Dual drain separation. Single or multiple pump circulation systems shall be provided with a minimum of two (2) suction outlets of the approved type. A minimum horizontal or vertical distance of three (3) feet shall separate such outlets. These suction outlets shall be piped so that water is drawn through them simultaneously through a vacuum relief-protected line to the pump or pumps.

AG106.5 Pool cleaner fittings. Where provided, vacuum or pressure cleaner fitting(s) shall be located in an accessible position(s) at least (6) inches and not greater than twelve (12) inches below the minimum operational water level or as an attachment to the skimmer(s).



APPLICATION FOR BUILDING AND SERVICES PERMIT

CITY OF URBANA
 906 W. MAIN ST
 PO BOX 186
 URBANA IA 52345

PERMIT NO _____

The undersigned hereby makes application for all necessary building and services for the following:

APPLICANT INFORMATION:

NAME: _____
 ADDRESS: _____
 PHONE: DAYS: () _____ EVENINGS: () _____
 ADDRESS OF BUILDING SITE: _____
 LEGAL LOT DESCRIPTION (from the abstract): _____

CONTRACTOR INFORMATION:

NAME: _____
 ADDRESS: _____
 PHONE: DAYS: () _____ EVENINGS: () _____

BUILDING OR IMPROVEMENT INFORMATION:

PROPOSED USE OF BUILDING: _____

CORNER LOT INTERIOR LOT

CLASS OF WORK:

NEW ADDITION DECK PORCH FENCE
 MOVE TEMPORARY ALTERATION REPAIR POOL

DESCRIBE WORK: _____

BUILDING DIMENSIONS: _____

CONSTRUCTION SCHEDULE: _____ Beginning date: _____
 (Automatic six month minimum) Completion date: _____

ZONING:

	MINIMUM	REQUIRED	SUBMITTED	ZONE: _____
1) LOT SIZE (SQ FT)	_____	_____	_____	PLEASE INDICATE FINISHED SQUARE FOOTAGE FOR:
2) FRONTAGE	_____	_____	_____	RESIDENCE _____
3) FRONT YARD DEPTH	_____	_____	_____	2 ND FLOOR _____
4) LEFT SIDE YARD	_____	_____	_____	GARAGE _____
5) RIGHT SIDE YARD	_____	_____	_____	PORCH _____
6) REAR YARD DEPTH	_____	_____	_____	DECK _____
7) MAXIMUM HEIGHT	_____	_____	_____	TOTAL _____

This application and any permit that may be granted in response thereto are subject to all the laws of the State of Iowa and all ordinances of the City of Urbana, Iowa, that may have a bearing on the same. Remember, when construction requires digging, all surfaces on Public Property must be restored to their original condition, and all construction personnel working on Public Property must be bonded by the City. Before digging, please remember to call IOWA ONE CALL at 1-800-292-8989 for underground utility locations.

DRAW SKETCH OF LOT ON BACK: INDICATE NAMES OF STREETS, ALLEYS (if known), UTILITY EASEMENTS, DECKS, PATIOS, DRIVEWAYS, SIDEWALKS (when necessary), BUILDING SIZE AND LOCATION, LOT SIZE, AND ALL FOOTAGES FROM LOT LINES TO SITE OF PROPOSED CONSTRUCTION. (ALL DEMENSIONS NEED TO BE INCLUDED ON THIS MAP.) ALSO ON PROPOSED NEW CONSTRUCTION, PROPERTY LOCATE LAYOUT AND DEPTH FOOTAGE OF WATER AND SEWER LINES.

BUILDING PLANS MUST ALSO BE ATTACHED TO THIS FORM.

The undersigned hereby understands and agrees to all conditions contained on this application. Any incomplete application will be denied, until such time as it is completed properly.

PLOT PLAN DRAWING ATTACHED SURVEY ATTACHED

APPLICANT: _____ DATE: _____

FOR CITY USE ONLY
 (DUE WHEN SUBMITTING APPLICATION)

FEE: _____ DATE PAID: _____
 DATE APPLICATION APPROVED: _____
 DATE APPLICATION DENIED: _____
 REASON FOR DENIAL: _____
 FORM REQUEST TO BOARD OF ADJUSTMENT: _____

DATE: _____

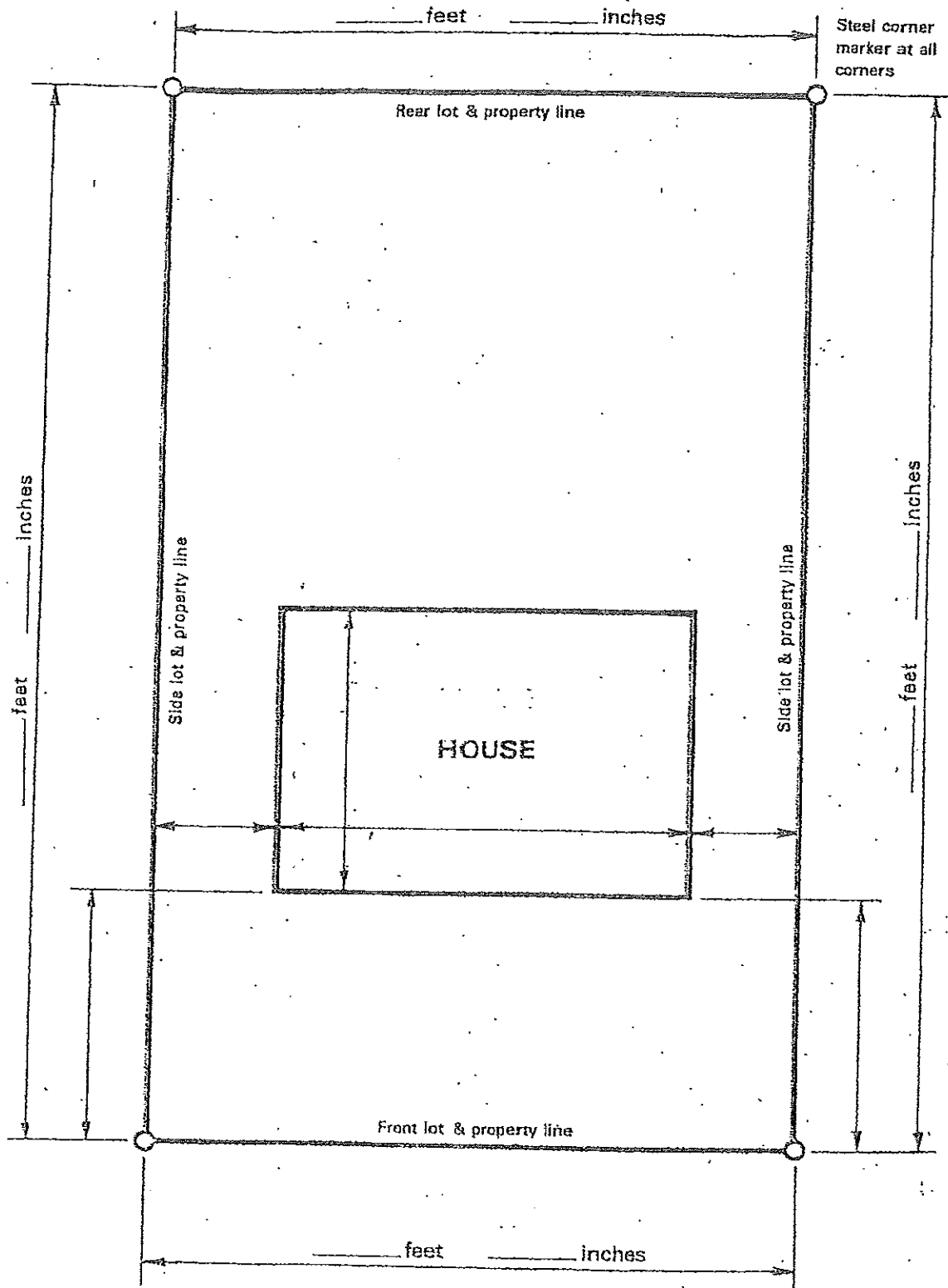
 SIGNATURE OF ZONING OFFICER

 SIGNATURE OF BUILDING INSPECTOR

COMMENTS: _____

PROJECT ADDRESS: _____

1. Show side streets, if any, on proper side.
2. Show plan detail of fence thus x — x — x — x — x — x — x
3. Describe fence; show dimensions, where it starts, runs, and stops.
4. Show location of accessory buildings from house and the lot lines.
5. Show location of all easements.



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	Up to, but not exceeding 3000 sq. ft.	\$425.00
Residence Permit includes attached garage, porch and/or deck.	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	Per 1000 sq. ft.	\$175.00
860 sq. ft. or larger		
GARAGES—Multi-family, detached	1000 sq. ft. or less	\$250.00
Single structure divided into multiple garage units	Each additional 1000 sq. ft.	\$ 50.00
GARAGES—Commercial storage	Per 1000 sq. ft.	\$250.00
Includes commercial structures with unfinished interior		
MINOR PROJECTS	Up to 250 sq. ft.	\$ 75.00
(Deck, porch, gazebo, utility building)	Over 251 sq. ft.	\$100.00
Portable utility building under 121 sq ft exempt		
FENCES	Up to 250 lineal feet	\$ 45.00
	Over 251 lineal feet	\$ 60.00
POOLS/HOT TUBS – barriers required	All permanent pools	\$100.00
RESIDENTIAL ADDITIONS	Up to 600 sq. ft.	\$225.00
	601—1800 sq. ft.	\$300.00
	Over 1800 sq. ft.	\$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, Electrical, Plumbing each		\$ 50.00 each
COMMERCIAL, INDUSTRIAL	Per 1000 sq. ft.	\$275.00
SIGNS/BILLBOARDS	Up to 400 sq. ft.	\$ 60.00
	Over 401 sq. ft.	\$125.00
<u>UTILITY CONNECTION FEES</u>		
RESIDENTIAL – Connection to municipal systems		
WATER SYSTEM CONNECTION	Fee per unit	\$900.00
SEWER SYSTEM CONNECTION	Fee per unit	\$900.00
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

Zoning District	Principal Use	Minimum Lot Area	Off Street Parking Requirement	Maximum Building Height**	Minimum Lot Frontage	Minimum	Yard	Depth
R-1 Single Family	Dwellings	8750 sq ft	Two per unit	35 Feet	70 Feet	Front	Side	Rear
	Nondwellings	1 acre	As Needed*	35 Feet	150 Feet	50 Feet	25 Feet	45 Feet
R-1-R Single Family Rural	Same as R-1	1 acre for all uses	Same as R-1 Dist.	35 Feet	-- Same as	R-1 District	-----	
R-2 Moderate Density	Single Family Dwellings							
	Two Family Dwellings	7500 sq ft	Two per unit	35 Feet	60 Feet ⁺⁺	25 Feet	6 Feet	25 Feet
	Day Nursery ^{***}							
	Multi-Family Dwelling ^{****}	1 acre	Two per unit	35 Feet	80 Feet	35 Feet	10 Feet	30 Feet
R-3 Medium Density	Nondwellings	1 acre	As needed*	35 Feet	150 Feet	50 Feet	25 Feet	45 Feet
	Boarding and Lodging Houses	7500 sq ft	As needed*	35 Feet	80 Feet	35 Feet	10 Feet	30 Feet
	Dwellings Single, Two Family	7500 sq ft	Two per unit	45 Feet	80 Feet	30 Feet	10 Feet	30 Feet
	Multi-Family and Multi-Family Apt house	1 acre	Two per unit	45 Feet	80 Feet	30 Feet	10 Feet	30 Feet
	Office Bldg ⁺⁺⁺	2 acres	Two per unit & as needed*	45 Feet	80 Feet	30 Feet	10 Feet	30 Feet
	Mobile Home Park ⁺⁺⁺⁺							

* Off street parking sufficient to accommodate employees and/or customers is required.

+ In computing the depth of a rear yard where the rear yard opens on an alley, one-half of the alley width may be included as portion of the rear yard.

** See Section 17.A.(1) and (2) for exceptions and exemptions to the maximum height regulations.

++ Lots platted prior to effective date of this ordinance are exempt from 60 ft minimum requirement.

*** Any building, structure, or accessory use shall be at least 30 ft from any other principal building on any other lot in a residential district. Fenced play lot of 1000 sq ft for the first 20 or fewer children plus additional 25 sq ft for each additional child under care.

+++ Refer to Section 10.A.(3) of the Zoning Ordinance for allowable office building uses.

**** No more than 8 dwelling units per acre, exclusive of road right of way.

++++ Refer to Section 11 of the Zoning Ordinance for specific requirements for a mobile home park.