

# 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.)

<b><u>TYPE OF CONSTRUCTION</u></b>	<b><u>SIZE</u></b>	<b><u>COST</u></b>
<b>RESIDENTIAL</b>		
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
<b>RESIDENTIAL GARAGES, CARPORTS</b>	Under 860 sq. ft.	\$125.00
<b>RESIDENTIAL GARAGES—OVERSIZE</b>	Per 1000 sq. ft.	\$175.00
860 sq. ft. or larger		
<b>GARAGES—Multi-family, detached</b>	1000 sq. ft. or less	\$250.00
Single structure divided into multiple garage units	Each additional 1000 sq. ft.	\$ 50.00
<b>GARAGES—Commercial storage</b>	Per 1000 sq. ft.	\$250.00
Includes commercial structures with unfinished interior		
<b>DRIVEWAYS—repair and replacement</b>		\$25.00
<b>ROOF—replace sheeting</b>		\$75.00
-replace/overlay shingles-no permit needed		
<b>MINOR PROJECTS</b>	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		
<b>FENCES</b>	Up to 250 lineal feet	\$ 45.00
	Over 251 lineal feet	\$ 60.00
<b>POOLS/HOT TUBS – barriers required</b>	All permanent pools	\$100.00
<b>RESIDENTIAL ADDITIONS</b>	Up to 600 sq. ft.	\$225.00
	601—1800 sq. ft.	\$300.00
	Over 1800 sq. ft.	\$375.00
<b>REMODELING - The installation and/or removal of materials from the framing, wiring and/or ventilation elements of a building</b>		
Base Remodel Permit Fee		\$100.00
Add for HVAC, Plumbing each		\$ 50.00 each
<b>COMMERCIAL, INDUSTRIAL</b>	Per 1000 sq. ft.	\$275.00
<b>SIGNS/BILLBOARDS</b>	Up to 400 sq. ft.	\$ 60.00
	Over 401 sq. ft.	\$125.00
<b>ELECTRICAL PERMIT</b> --- <a href="http://www.dps.state.ia.us/fm/electrician/index.shtml">www.dps.state.ia.us/fm/electrician/index.shtml</a>		
<b><u>UTILITY CONNECTION FEES</u></b>		
<b>RESIDENTIAL – Connection to municipal systems</b>		
WATER SYSTEM CONNECTION	Fee per unit	\$950.00
SEWER SYSTEM CONNECTION	Fee per unit	\$950.00
<b>COMMERCIAL OR INDUSTRIAL - Connection to municipal systems</b>		
WATER SYSTEM CONNECTION	Fee per unit	\$900.00
SEWER SYSTEM CONNECTION	Fee per unit	\$900.00
<b><u>SPECIAL SERVICES FEE</u></b>		
<b>NEW CONSTRUCTION ONLY</b>	Per Building Permit	\$200.00



City of Urbana  
 102 Capitol Avenue  
 Urbana, Iowa  
 319.443.2400

**APPLICATION FOR BUILDING AND SERVICES PERMIT**

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  
 MOVE                      TEMPORARY                      ALTERATION                      REPAIR                      POOL

DESCRIBE WORK: \_\_\_\_\_

BUILDING DIMENSIONS: \_\_\_\_\_

CONSTRUCTION SCHEDULE: \_\_\_\_\_ Beginning date: \_\_\_\_\_  
 (PERMIT EXPIRES 6 MONTHS FROM ISSUE) 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 <sup>ND</sup> 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 and City Right of Way must be restored to their original condition, and all construction personnel working on Public Property or in the City Right of Way 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**

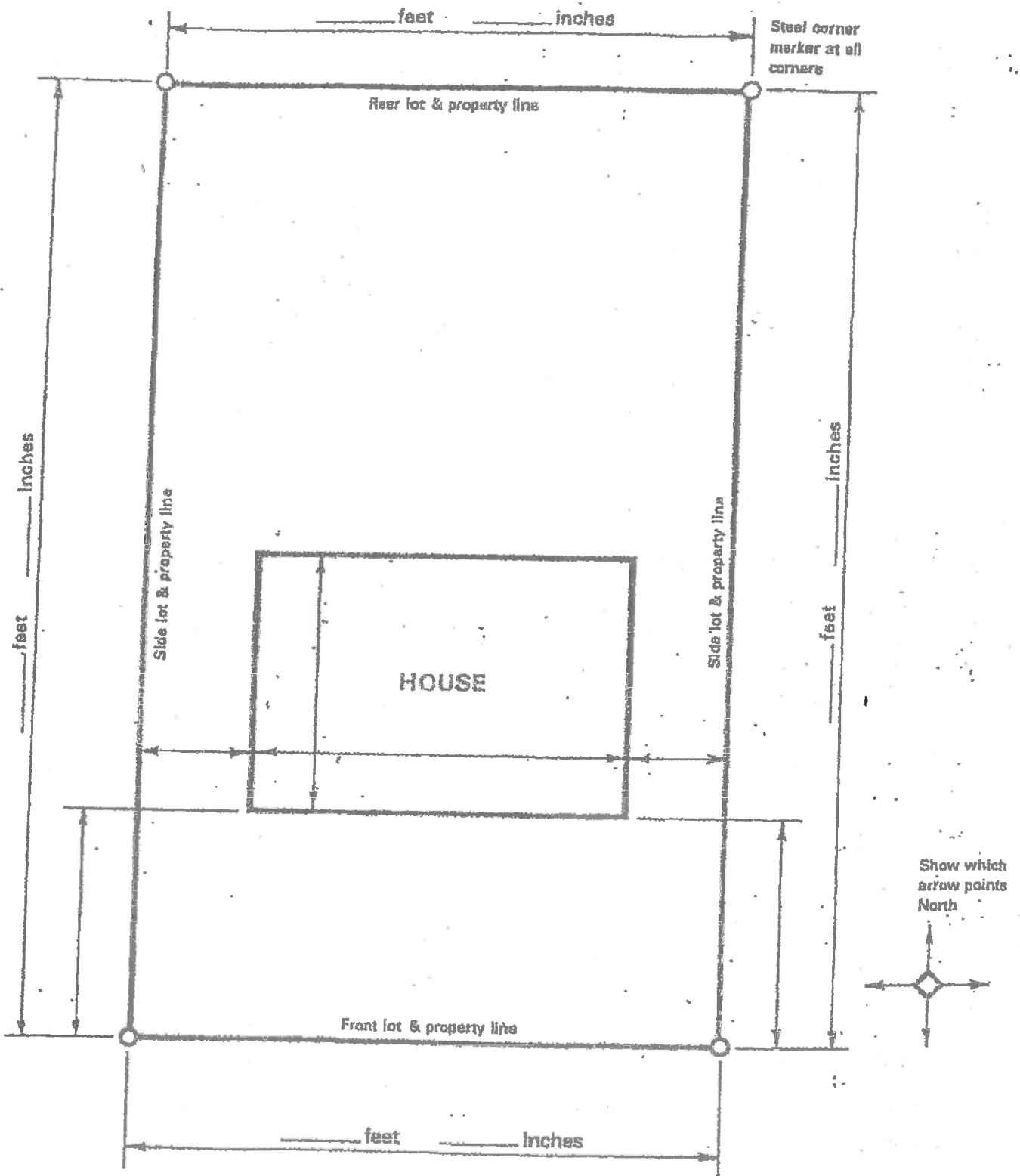
FEE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ (DUE WHEN SUBMITTING APPLICATION)  
 DATE APPLICATION APPROVED: \_\_\_\_\_  
 DATE APPLICATION DENIED: \_\_\_\_\_  
 REASON FOR DENIAL: \_\_\_\_\_  
 FORM REQUEST TO BOARD OF ADJUSTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF ZONING OFFICER \_\_\_\_\_

SIGNATURE OF BUILDING INSPECTOR \_\_\_\_\_

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.





Appendix A to the Zoning Ordinance of the City of Urbana, IA

Zoning District	Principal Use	Minimum Lot Area	Off Street Parking Requirement	Maximum Building Height	Minimum Lot Frontage	Minimum Front	Yard Side	Depth Corner	Rear
R-1 Single Family	Dwellings Accessory Bldgs Non Dwellings	8750 sq ft 8750 sq ft 1 acre	Two per Unit NA As Needed*	35 Feet 9 Feet 35 Feet	70 Feet 70 Feet 150 Feet	25 Feet Behind Prin. Structure 50 Feet	7 Feet 7 Feet 25 Feet	25 Feet 25 Feet 45 Feet	25 Feet 7 Feet 50 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	Same as R-1	Same as R-1	Same as R-1	Same as R-1
R-2 Moderate Density	Single Family Dwellings Two Family Dwellings Day Nursery *** Accessory Bldgs	7500 Sq Feet	Two per Unit NA	35 Feet 9 Feet	60 Feet ++	25 Feet Behind Prin. Structure	6 Feet 7 Feet	25 Feet 25 Feet	25 Feet 7 Feet
R-2 Moderate Density Continued	Multi-Family Dwellings ****	1 Acre	Two per Unit	35 Feet	80 Feet	35 Feet	10 Feet	30 Feet	40 Feet
R-2 Moderate Density Continued	Non Dwellings	1 Acre	As Needed*	35 Feet	150 Feet	50 Feet	25 Feet	45 Feet	50 Feet
R-2 Moderate Density	Boarding & Lodging Houses	7500 Sq Feet	As Needed*	35 Feet	80 Feet	35 Feet	10 Feet	30 Feet	40 Feet
R-3 Medium Density	Single & Two Family Dwellings Accessory Bldgs	7500 Sq Feet	Two per Unit NA	45 Feet 9 Feet	80 Feet	30 Feet Behind Prin. Structure	10 Feet 10 Feet	30 Feet	35 Feet 10 Feet
R-3 Medium Density Continued	Multi-Family & Multi-Family Apartment House Office Building	1 Acre	Two per Unit	45 Feet	80 Feet	30 Feet	10 Feet	30 Feet	35 Feet
R-3 Medium Density Continued	Mobile Home Park	2 Acres	Two per unit & as needed*	45 Feet	_____	Varies with specific condition	_____	_____	_____

\* 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 the effective date of this ordinance are exempt from 60 foot minimum requirement.

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

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

Zoning District	Principal Use	Minimum Lot Area	Off Street Parking Requirement	Maximum Building Height	Minimum Lot Frontage	Minimum Front	Yard		Rear
							Side	Depth	
C-1 Commercial	Any use allowed in R-3 District except mobile home parks. Other uses permitted. + **	7500 Sq Ft	As Needed	35 Feet	50 Feet	45 Feet	None except if adjoining any R-District, then not less than 25 feet.		25 Feet
C-2 Central Business Commercial	Any use allowed in C-1 District. Printing or Publishing Houses Other Uses **	None Required	None Required	35 Feet	None Required	10 Feet	5 Feet If adjoining any R-District then not less than 10 feet	10 Feet	10 Feet If adjoining any R-District then not less than 15 feet
M-1 Light Industrial	Any use allowed in C-District. Industrial, manufacturing, major repairs, processing, storage and est. & services **	10,000 Sq Feet	As needed *	45 Feet	75 Feet	45 Feet	10 Feet	30 Feet	45 Feet
M-2 General Industrial	Any use not authorized in any other district, if it is not a nuisance +++	1 Acre	As needed *	45 Feet ++	200 Feet	40 Feet	20 Feet	40 Feet	40 Feet

- + The principal building for drive-in eating and drinking establishments, summer gardens, and road houses, including entertainment and dancing, shall be at least 200 feet from any R district. Any exercising runway or pasture for animal hospitals, veterinary clinics or kennels shall be at least 200 feet from any R District.
- \* Off street parking sufficient to accommodate the employees and/or customers is required.
- \*\* Refer to relevant section of Zoning Ordinance for complete listing of permitted use.
- \*\*\* Heights greater than 45 feet are subject to prior approval by Council following Planning & Zoning recommendation.
- ++++ Refer to first page for notes on Maximum Building Height and Back Yard Depth
- ++++ Any proposed use is subject to Council approval following Planning and Zoning recommendation & public hearing.
- ++++ All principal and/or accessory buildings or structures (including loading/unloading facilities) shall be at least 300 feet from any R-District and not less than 150 feet from any other district except M-1 Districts.