



## **Building Permit**

**For All Major Construction Projects**

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## Signatures Required

Owner's Signature on pages .....	4-6
Contractor's Signature on pages.....	4-6

If the above listed pages are not signed than permit will not be issued.

**City of Sioux Center**  
**Application for Building Permit**

Please provide as much of the following information as possible.

Project Address \_\_\_\_\_

Subdivision \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_

Lot size \_\_\_\_\_ Zone \_\_\_\_\_

**Owner's Name** \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone (Home) \_\_\_\_\_

Phone (Cell) \_\_\_\_\_

E-mail \_\_\_\_\_

**Contractor's Name** \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone (Office) \_\_\_\_\_

Phone (Cell) \_\_\_\_\_

E-mail \_\_\_\_\_

Registration/License Number \_\_\_\_\_

**Brief Description of Work** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Estimated Cost of Project** \_\_\_\_\_

**Projected Start Date** \_\_\_\_\_

**Projected Completion Date** \_\_\_\_\_

**Sub-contractors:**

Electricity \_\_\_\_\_ Phone: \_\_\_\_\_

Plumbing \_\_\_\_\_ Phone: \_\_\_\_\_

HVAC \_\_\_\_\_ Phone: \_\_\_\_\_

**Type of Permit:**

Residential:      Single-Family      Multi-Family

If Multi-Family: # of Units: Reg. \_\_\_\_\_ ADA \_\_\_\_\_

Commercial: Occupancy Classification \_\_\_\_\_

**Type of Construction:** \_\_\_\_\_ (A) or (B)

**Who will be billed for the Permit?**

Owner      Contractor      Third Party (provide info)

**\*\* SUPPLY A PLAN OF THE PROPOSED PROJECT DRAWN TO SCALE \*\***

(One floor plan for each floor and one site plan, commercial projects must have a full construction set submitted)

**Provide all details and figures as apply:**

**Area & Heights:**

- Basement
  - Finished sq. ft. \_\_\_\_\_
  - Unfinished sq. ft. \_\_\_\_\_
  - Interior Wall Height \_\_\_\_\_
  - Depth of unbalanced backfill \_\_\_\_\_
- Main Floor:
  - Sq. ft. \_\_\_\_\_ Wall Height: \_\_\_\_\_
- 2<sup>nd</sup> Floor:
  - Sq. ft. \_\_\_\_\_ Wall Height: \_\_\_\_\_
- Garage:
  - Sq. ft. \_\_\_\_\_ Wall Height: \_\_\_\_\_

**Outside:**

- Deck: Material \_\_\_\_\_ sq. ft. \_\_\_\_\_
- Patio: Material \_\_\_\_\_ sq. ft. \_\_\_\_\_
- Porch: Material \_\_\_\_\_ sq. ft. \_\_\_\_\_

**Wall Insulation:**

- Type and R-Value
  - Basement \_\_\_\_\_
  - Main Floor \_\_\_\_\_
  - 2<sup>nd</sup> Floor \_\_\_\_\_

**Ceiling Insulation:**

- Type & R-Value \_\_\_\_\_

**Slab Floor Insulation:**

- Perimeter of slab \_\_\_\_\_ ft.
- Depth of slab \_\_\_\_\_ in.
- Depth of insulation \_\_\_\_\_ in.
- Type & R-Value \_\_\_\_\_

**Lawn sprinkler system:**

- |                         |     |    |
|-------------------------|-----|----|
|                         | Yes | No |
| ▪ Separate water meter: | Yes | No |



# Permit Regulations

No permit will be issued until utilities are to the lot, unless contractor and homeowner agree to build without utilities. Utilities will not be installed to lot until rough grade (grade within 6 inches of final grade) has been established.

No services to the house will be installed until rough grade has been established.

No premises shall be occupied until a **Certificate of Occupancy has been issued** by the Code Enforcement Director. If any part of the structure is occupied before Certificate of Occupancy is issued the **full value of the deposit is forfeited**.

To schedule inspections call 722-0761

Required Inspections Include, but not limited to

1. Footing
2. Foundation
3. Framing, Rough-In Electrical, Plumbing, and Mechanical
4. Final

If any of the above listed Inspections are not scheduled at the appropriate time, you will **forfeit 25%** of your deposit fee **for every** inspection that is not scheduled.

If construction begins **before a permit has been issued** a **stop work order** will be issued on the project and a **fine will be added** to the building permit. All fines must be paid before the stop work order will be removed and construction can continue.

The issuance of this permit is for the work specified in the application filed. Therefore any unauthorized changes or alterations from the aforesaid application or plans will render this permit null and void. All corrections or alterations noted in any addendums issued by this department shall be made a part of the approved plans and shall be performed and incorporated into the work.

The issuance of this permit shall not be construed as approval to violate any City Ordinance or Code adopted by the City of Sioux Center.

The permit is valid for **one year**. Construction must commence within **6 months** from date of issuance. If not completed in one year you will forfeit 10% of your deposit fee every 30 days until the permit is finalized, unless you file for an extension. The extension will only be good for 180 days and you will be allowed two extensions per permit.

I, \_\_\_\_\_, *the owner have read the Permit Regulations and agree to adhere to them.*  
(owner's name)

I, \_\_\_\_\_, *the contractor have read the Permit Regulations and agree to adhere to them.*  
(contractor's name)

**\*\* ALL OWNER & CONTRACTOR SIGNATURES MUST BE COMPLETED\*\***  
**NO PERMIT WILL BE ISSUED UNTIL SIGNATURES ARE COMPLETED**

# Sioux Center Municipal Utilities Utility Easement Contract

(Concrete and Planting Agreement)

This agreement is made and entered into by and between the City of Sioux Center, Iowa, and

(owner) \_\_\_\_\_ at the location of (address) \_\_\_\_\_  
of Sioux Center, Sioux County, Iowa.

Whereas, the parties agree that utility easements, which have been designated at the above described address as such, have been reserved for the installation of any and all utilities. This agreement is made to assure that property owners are made aware of the risks and responsibilities whenever a decision is made by the City of Sioux Center City Council to place concrete within or near a utility easement. If a property owner requests permission to place concrete or to plant trees, flower, shrubbery, hedges, gardens or any other plantings, which may hinder the ability of city utility personnel or contractors hired, by the city from installing, replacing, repairing, or maintaining utilities, the following conditions shall apply:

1. All utility departments shall retain the right to install, replace, repair, or maintain utilities in the utility easement.
2. The property owner shall be liable for the costs of any damage to a utility caused by the placement of concrete and/or plantings of trees, flower, shrubbery, hedges, gardens or any other plantings or any work associated with such placement.
3. Any damage caused to a utility facility by such plantings, (falling branches, root growth, etc.) shall be responsibility and liability of the property owner.
4. All concrete and/or plantings placed in the easement area shall be subject to removal if and when it becomes necessary to install, replace, repair, or maintain utilities.
5. The property owner shall bear all expenses for removal, repair and/or replacement of concrete and/or planting in or near an easement during installation, replacement, repair, or maintenance of utilities.
6. Sioux Center Municipal Utilities shall in no way be held liable for damage to any concrete and/or plantings within or near the utility easement due to the installation, replacement, repair, or maintenance of utilities within the utility easement.
7. Each and every covenant herein shall be binding on the respective parties, their heirs, successors and representatives.
8. Nothing in this agreement shall be construed to give up or convey any of the rights of Sioux Center Municipal Utilities in the utility easements located on the above described property.

This agreement is made to assure that property owners are made aware of the risk, responsibility and liability assumed whenever placing concrete or plantings within or near a designated utility easement. We strongly discourage planting of trees in designated utility easements.

IN WITNESS WHEREOF, the parties hereto have signed their names

\_\_\_\_\_  
Utility Representative

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# Bright Energy Solutions

Energy Rebates for both Residential and Commercial Projects

Bright Energy Solutions is a unique portfolio of energy efficiency cash incentive programs that will help both residential and business customers reduce their electric energy costs and operate more efficiently. The program is offered to customers of Sioux Center Municipal Utilities. Please be sure to check with your contractors or the city office for possible rebates. Possible rebates are included below.

## ENERGY STAR Certified Products:

- Clothes washers: \$50
- Electric dyers: \$80
- Refrigerators: \$50 (with recycling)
- Refrigerators: \$20 (no recycling)
- Room air conditioners: \$25
- Dehumidifiers: \$10
- CFL and LED lighting: \$1.50 - \$4

## Heating and Cooling:

- Central air-conditioner: \$250 - \$350  
Add \$100 for a Quality Install
- Air-Source heat pump: \$250 – \$350  
Add \$100 for a Quality Install
- A/C or heat pump tune-up: \$30
- Geothermal heat pump: \$200 per ton
- ECM motors in new furnace/air handler: \$150
- Programmable thermostat: \$25
- Heat pump water heater: \$100

Many Commercial and Industrial incentives are available as well. Get a rebate application from your retailer or local utility office, or at [www.brightenergysolutions.com](http://www.brightenergysolutions.com). You can apply online, or print and mail your application to your utility.

## Sioux Center Temporary Power Requirements

- Minimum 100 amp capacity, limited to 90 days and provide a meter socket
- Service conductors for 100 amp must be either 4-wire 1/0 AWG al or 2 AWG cu or SOW cord
- On SOW, strip outer covering about 1 foot
- Cabinet must be weatherproof
- Minimum service conductor length is 10 feet
- All 120 volt outlets must be GFCI protected
- All temporary lighting must be protected
- Service conductor length is not limited

## **2015 International Energy Conservation Code Requirements**

The City of Sioux Center has adopted the 2015 version of the IECC with local amendments. The below requirements are just highlights of the code and are not meant to be totally inclusive. These requirements are required by Iowa State law and Sioux Center law.

- Basement walls are required to be fully insulated
- Building cavities are no longer allowed to be used for return air (details available at city office)
- Programmable thermostats
- New dwellings are required to be tested for air tightness using a blower door test
  - The results are required to be delivered to the owner
- Insulation of domestic hot water piping supplies
- Attic access hatches between conditioned spaces and unconditioned spaces shall be insulated
- Energy Efficiency Components Label is required to be posted in a conspicuous area
  - Examples of this can be found at the city office

Contractors are responsible for these requirements and providing the building owners with the required documentation.

### **Active Building Codes**

- 2015 International Building Code
- 2015 International Residential Code
- 2015 International Fire Code
- 2015 International Existing Building Code
- 2015 International Plumbing Code
- 2015 International Mechanical Code
- 2015 International Energy Conservation Code
- 2015 International Fuel Gas Code
- 2015 International Property Maintenance Code
- 2015 Private Sewage Disposal Code
- 2015 Swimming Pool and Spa Code
- 2014 National Electric Code

Contractors are responsible for knowing and following the requirements that are set in these codes.

### **Smoke and Carbon Monoxide Alarms**

Smoke alarms shall be installed in the living unit in the following manner. In dwelling units, smoke alarms must be installed in every sleeping area and every area giving access to a sleeping area (hallway). They shall receive their power from the building wiring and shall have a battery backup. When more than one smoke alarm is required, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms.

Carbon monoxide alarms shall be installed in the living unit in the following manner. In dwelling units alarms must be installed outside of each separate sleeping area in the immediate vicinity of the bedrooms. When a fuel burning appliance is located within a bedroom or attached bathroom a Carbon Monoxide alarm shall be installed within the bedroom. They shall receive their power from the building wiring and shall have a battery backup.

Combination carbon monoxide and smoke alarms are permitted to be used in lieu of separate alarms.

# Storm Water Detention Requirements

City of Sioux Center Code of Ordinances  
Chapter 142 "Control of Storm Water Drainage"

## Impervious surface area

Square footage is calculated by adding all surface area that is considered impervious (building foot print, stone, gravel, driveways, accessory buildings, parking lots, sidewalks etc.) together to find the total of impervious surface area for the project. This square footage is used to determine what level of detention is required.

## Three levels of surface drainage requirements

1. 0 – 7000 sq. ft. of impervious area
  - Water runoff to be managed by reasonable acceptable means
2. 7001 – 30,000 sq. ft. of impervious area
  - Allowable runoff from the site shall be equal to that of a rainfall intensity of two inches per hour for residential development. When the calculated allowable runoff is exceeded, storm water detention must be designed with a minimum capacity of 50% of the difference between the allowable runoff and a 100-year rainfall event.
  - Site plan must clearly describe where storm water that is not detained will flow off the site.
  - A partial or full variance may be granted, with conditions, by the City only if detention is determined to be unnecessary or impractical.
3. Above 30,000 sq. ft. of impervious area
  - Allowable runoff from the site shall be equal to that of a rainfall intensity of two inches per hour for residential development. When the calculated allowable runoff is exceeded, storm water detention must be designed with a minimum capacity of 100% of the difference between the allowable runoff and a 100-year rainfall event.
  - Site plan must clearly describe where storm water that is not detained will flow off the site.
  - A partial or full variance may be granted, with conditions, by the City only if detention is determined to be unnecessary or impractical. Calculations must be certified by a professional engineer licensed in the State of Iowa and familiar with storm water detention calculations.

## Water retention during construction

When building construction takes place on property located in or near a natural surface water drainage area or swale, provisions must be made for excess surface water flows. Any building placed in such an area must be constructed with adjoining grade at least 6" above the elevation of any downstream surface constraint. In addition, adequate swale provisions must be constructed on the property to allow excess runoff water to flow around the building without blocking or unreasonably restricting surface flows in the natural drainage area.

# Requirements for Emergency Escape And Rescue Openings

International Residential Code Section R310

Every basement **and** sleeping rooms shall have at least one emergency escape and rescue opening. If the basement has sleeping rooms, than every sleeping room needs to have an emergency escape and rescue opening inside that room. An emergency escape and rescue opening can be a window or door that leads to grade.

**Egress Window:** A window that opens directly to the exterior of the building via a window well or by the window being above grade.

## Specific Requirements

- Minimum opening area for below grade = 5.7 square feet or 820.8 square inches
- Minimum opening area for above grade = 5 square feet
- Minimum opening height = 24 inches
- Minimum opening width = 20 inches
- Maximum sill height = 44 inches from floor
- **See Next Page for an Illustration**

## Requirements for Window Wells

- Required where sill of window is below grade
- The window needs to be able to fully open
- Minimum dimensions = 3 feet x 3 feet
- If depth is greater than 44 inches, than a ladder is required.

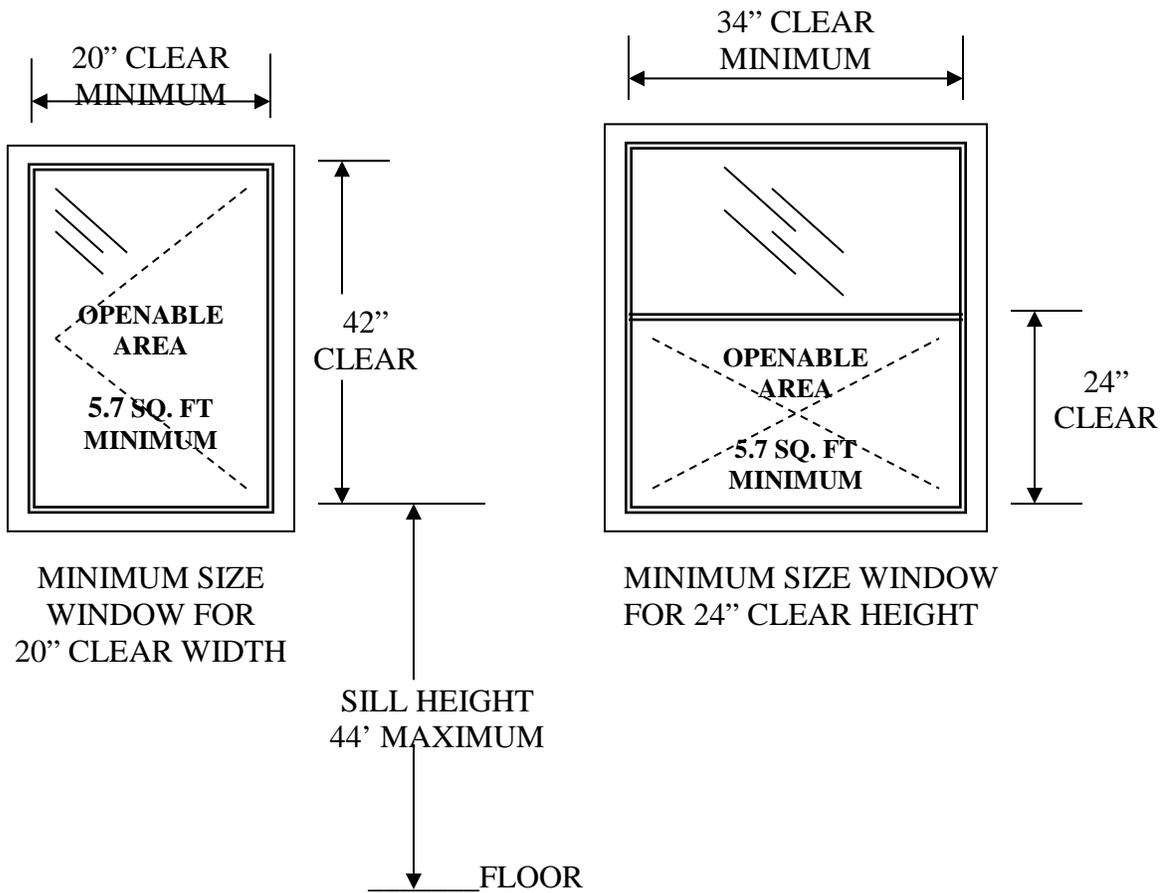
## Requirements for Ladders

- Ladders or rungs shall have an inside width of at least 12 inches
- Shall project at least 3 inches from the wall
- Shall be spaced not more than 18 inches on center vertically for the full height of the window well.

## Other Building Code Information:

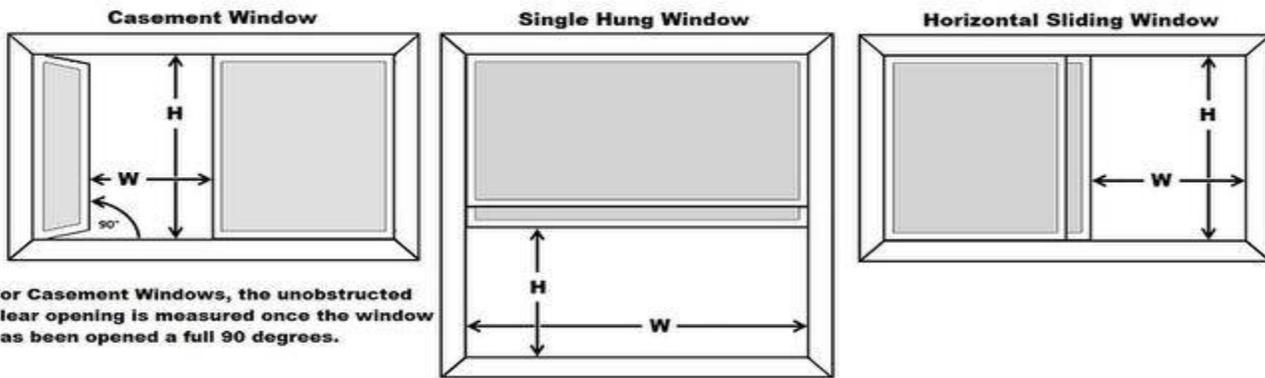
- Egress: All sleeping areas must be provided with egress directly to outdoors by either a door or an approved window, which meets egress requirements
- Smoke Detectors: In new construction, or when work requiring a permit occurs, smoke detectors shall be installed in the living unit in the following manner. In dwelling units, smoke detectors must be installed in every sleeping area and every area giving access to a sleeping area (hallway). They shall receive their power from the building wiring and shall have a battery backup. When more than one smoke alarm is required, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms
- Fire resistant construction techniques for residential that are required listing in section R302
- Minimum floor areas for residential dwellings are listed in section R304
- Tempered glass requirements are listed in section R308.4.3
- Full means of egress requirements for residential dwellings is listed in sections R310 & R311

**REQUIREMENTS FOR EMERGENCY AND ESCAPE WINDOWS  
(EGRESS WINDOWS)**



Minimum openable area is reduced to 5 square feet for grade floor openings.

## Egress Window Size



<b>W or H</b>	15" (380mm)	16" (406mm)	17" (432mm)	18" (457mm)	19" (483mm)	20" (509mm)	21" (535mm)	22" (561mm)	23" (587mm)	24" (613mm)
<b>W or H</b>	36" (914mm)	34" (863mm)	32" (813mm)	30" (762mm)	29" (738mm)	27" (686mm)	26" (660mm)	25" (635mm)	24" (610mm)	.....Etc.