



Building Permit

For Decks, Porches, Fences, Egress windows, Storage Sheds
and Small Remodeling Projects

City of Sioux Center
Application for Building Permit

Please provide as much of the following information as possible

Project Address

Owner's Name

Address

City, State, ZIP

Phone

E-mail

Who will be billed for the Permit? (Circle one)

Owner

Contractor

3rd Party (Provide Information)

Contractor's Name

Address

City, State, ZIP

Phone

E-mail

Registration/License Number

Brief Description of Work:

Estimated Cost of Project _____

Projected Start Date _____

Projected Completion Date _____

Sub-contractor:

Electrical _____ **Phone** _____

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

Please provide construction plan, and a site plan showing dimensions from property lines

Provide all details:

Area & Heights:

- Shed Main Floor
 - Sq. Ft. _____ Wall Height _____
- Outside
 - Deck: Sq. Ft. _____ Material _____
 - Porch: Sq. Ft. _____ Material _____

- Number of Egress Windows _____
- Fence:
 - Linear Feet _____ Height _____

Permit Regulations

(24 Hour Inspection Notice Required)

Contractor or homeowner must be present at the time of the inspection

To schedule inspections, call 722-0761. Required Inspections Include, but not limited to

- Footing
- Foundation
- Framing, Rough-In Electrical, Plumbing, and Mechanical
- 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. No premises shall be occupied until a **Certificate of Occupancy has been issued** by the Building Official. If any part of the structure is occupied before Certificate of Occupancy is issued the **full value of the deposit is forfeited**.

The permit is valid for **one year**. Construction must commence within **6 months** from date of issuance. If not completed within one year from the date the permit was issued, unless you file for an extension. The extension will only be good for one year and you will be allowed two extensions per permit.

The City is **not** responsible or liable for the following:

- To locate or survey the parcel on which construction is planned.
- To identify or confirm dimensions, corners, or curves of a platted lot
- To identify or confirm dimensions, location, duration of any easement
- To calculate and design storm water detention, retention, or allowable run off
- To design or confirm ADA compliance
- To design or confirm compliance with subdivision covenants
- To design or verify building and finish grade elevations in relationship to streets, sidewalks and adjacent property owners

The applicant, by signature, acknowledges and agrees to the regulations of this permit; and that provisions of the adopted city building codes may be applicable to the submitted project; and the building & zoning regulations outlined in the Sioux Center City Code. I hereby will defend and hold harmless the City of Sioux Center and its employees from any and all liability from any claim or cause of action which any person may claim to have by reason of any actual or alleged failure on the part of the undersigned applicant to comply with the terms and provisions thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true, and correct. All provisions of laws and ordinances governing this type of work shall be complied with whether specified herein or not. I agree and will provide notification of any change prior to construction. The granting of this permit does not presume to give authority to violate or cancel the provision of any other state or local laws regulating construction or the performance of construction. The approved permit allows the construction of the building/structure as noted on this application and any submitted documentation. Any unauthorized change to approved permit and plans, or use of property, as presented will render this permit null and void.

I, _____, have read the Permit Regulations and agree to adhere to them.
(owner or contractor)

**** SIGNATURE MUST BE COMPLETED ****

NO PERMIT WILL BE ISSUED UNTIL SIGNATURE IS COMPLETE

Fencing Regulations

1. No fence constructed more than thirty (30) percent solid or more than four (4) feet in height may be located in any front yard. Fences less than four (4) feet in height may be located on any part of a lot. Please reference [Zoning Ordinance \(PDF\)](#) Section 17.4.5. when considering fences in front or side yards.
2. Except as provided above, fences less than seven (7) feet in height may be erected in any required side or rear yards on those parts of a lot that are setback from the street as far as the main building is from the street. Fences in excess of seven (7) feet will be allowed in the cases of tennis courts and swimming pools.
3. Fences shall not be closer than six inches (6 inches) to any property line and perennial plantings shall not be planted closer than two and one-half feet (2 1/2 feet) to any property line. Except that perennial plantings may be placed up to the property line by written mutual agreement of both adjacent property owners.
4. Fences shall not be constructed of non-treated or natural wood products; corrugated tin, metal, or fiberglass; or sheet metal or fiberglass. Fences may be constructed from chain link, non-decomposing wood products, molded plastic or wrought iron. The Planning and Zoning Commission may approve other materials. Fences should be constructed in an orderly and neat manner as to accent and compliment the natural landscape of the property.

Residential Regulations

1. Stairways shall be a minimum of 36 inches wide and shall be equipped with a handrail.
 - o Maximum riser height is 7 3/4 inches. No riser shall vary from another by more than 3/8 inch.
 - o Minimum tread depth is 10 inches. No tread shall vary from another by more than 3/8 inch.
 - o All treads shall have nosing (leading edge) that protrudes past the riser 3/4 to 1 1/4 inch. No nosing shall vary from another by more than 3/8 inch.
2. Handrails are required for all stairs that have 3 or more risers.
 - o All handrails shall return into the wall or newel post.
 - o Handrails shall be 34 to 38 inches from the nose of the tread.
3. Guardrails are required for porches, decks, balconies, ramps, open sides of stairs or raised floor surfaces located more than 30 inches above the floor or grade below.
 - o Guardrails shall be a minimum of 36 inches tall.
 - o Spindles in guardrails shall be a maximum of 4 inches apart.

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

REQUIREMENTS FOR EMERGENCY AND ESCAPE WINDOWS
(EGRESS WINDOWS)

