Sioux Center

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Building Permit

For new residential construction projects

3/26/2025

City of Sioux Center

Application for New Residential Building Permit

Please provide as much of the following information as possible

Project Address _____

Owner's Name _____

Address _____

City, State, ZIP _____

Phone _____

E-mail _____

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-contractors:

Electricity _____ Phone _____

Plumbing _____ Phone _____

HVAC _____ Phone _____

Type of Permit:

Residential: ☐ Single-Family ☐ Multi-Family

Other: 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 ****

Please provide floor plan for each floor, one site plan and truss plan (One paper copy & one electronic copy)

Provide all details and figures as apply:

Area & Heights:

- Basement
  - Finished sq. ft. _____
  - Unfinished sq. ft. _____
  - Depth of unbalanced backfill: _____
- Main Floor
  - Sq. Ft. _____ Wall Height _____
- 2nd Floor
  - Sq. Ft. _____ Wall Height _____
- Garage
  - Is it attached? ☐ Yes ☐ No
  - Sq. Ft. _____ Wall Height _____
- Outside
  - Deck: Sq. Ft. _____ Material _____
  - Patio: Sq. Ft. _____ Material _____
  - Porch: Sq. Ft. _____ Material _____

Wall Insulation:

- Basement Walls (R-19 cavity or R-15continuous minimum)
  - Type and R-Value _____
- Main Floor (R-20 cavity or R-13 cavity & 5 cont. minimum)
  - Type and R-Value _____
- 2nd Floor (R-20 cavity or R-13 cavity & 5 cont. minimum)
  - Type and R-Value _____

Ceiling Insulation:

- Type & R-Value (R49 minimum) _____

Slab Floor Insulation: (required for heated slabs only)

- Depth of slab _____ in.
- Depth of insulation (minimum of 4 foot if required)__ in.
- Type & R-Value (minimum R-10) _____

Permit Regulations

(24 Hour Inspection Notice Required)

Contractor 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 plated 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 COMPLETED

Sioux Center Municipal Utilities

Utility Easement Contract

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, Iowa

Whereas, the parties agree that utility easements, which have been designated at the above if your described address, have been reserved for the installation of any and all utilities. This agreement is made to identify and confirm that property owner's are made aware of the risks and responsibilities whenever the property owner places concrete, plants trees, gardens or any other plantings within a utility easement. If a property owner places items in the easements, 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:

- All utility departments shall retain the right to install, replace, repair, or maintain utilities in the utility easement.
- 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.
- Any damage caused to a utility facility by such plantings, (falling branches, root growth, etc.) shall be responsibility and liability of the property owner.
- 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.
- 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.
- 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. Each and every covenant herein shall be binding on the respective parties, their heirs, successors and representatives.
- 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.

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

Load Management

Sioux Center Municipal Utilities uses load management to keep the cost of electricity lower for customers and to avoid the need and cost of building new electric generation.
Load management devices in homes and businesses across Sioux Center work together to avoid high energy use during peak periods.
The devices allow air conditioner compressors and electric water heaters to cycle off for a few minutes in sequence with homes across the community. This significantly lowers Sioux Center's peak time energy use.

Sioux Center Municipal Utilities provides the load management device at no added cost to the property owners.

Sioux Center Municipal Utilities

Application for Utility Services

(Gas, Electric, Water and Sanitary Sewer Service Form)

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

*For any utility work needed, please contact respective department head at the time of building permit submission.

TYPE OF UTILITY(S) NEEDED:

- ☐ Natural Gas **Matt Dykstra**
- ☐ Water **Harlan Kruid**
- ☐ Sewer **Zeke Ellis**
- ☐ Electric **Ezra Weikert**

LOAD MANAGEMENT DEVICE: will be installed unless "Decline" box is checked

- ☐ Accept
- ☐ Decline

SAID STRUCTURE IS TO BE USED FOR:

- ☐ One or Two-Family Dwelling
- ☐ Multi Family Dwelling
- ☐ Accessory Building
- ☐ Educational Facility
- ☐ Assembly Facility
- ☐ Commercial Business
- ☐ Industrial Business
- ☐ Bioscience/Research Business

NATURAL GAS SERVICE INFO:

Natural Gas will only be supplied to the structure if there is an appliance that needs natural gas. Please provide information on supply demand for items listed on other line.

- ☐ Fireplace
- ☐ Boiler
- ☐ Fire Pit
- ☐ Range
- ☐ Cooktop
- ☐ Forced Air Furnace
- ☐ Radiant Tube Heating
- ☐ Water Heater
- ☐ Other

ELECTRIC SERVICE INFO: *(please provide information below)*

_____

WATER SERVICE INFO:

IRRIGATION METER ☐ YES ☐ NO

WHEREAS:

1. The Consumer or Builder agrees to pay for said services as bills are rendered therefore in accordance with the rates, rules and regulations of the Utility in effect at the time of delivery. Said rate, rules and regulations are by this reference made a part of hereof.
2. The Consumer or Builder certifies that said structure will meet the Energy Conservation Standards of Iowa Administrative Code Rule 250-19.9(5) and Rule 250-20.12(476).
3. The Consumer or Builder understands that all water and sewer service lines servicing the address listed above are owned and maintained by current property owner and future property owner(s).
4. The Consumer or Builder agrees to pay for the cost accrued during natural gas service line installation if service line is not hooked up and/or will be charged for the minimum natural gas rate each month.
5. The Consumer or Builder agrees to follow Federal Regulations concerning buried natural gas lines owned by the Consumer or Builder and located downstream of the natural gas meter. Consumer and Builder understand that: Improperly maintained buried piping may corrode or leak; Buried piping should be periodically inspected for leaks or corrosion; Any unsafe conditions should be repaired immediately; Any excavation near buried natural gas line must be done with care; All underground natural gas lines must be located before any excavation.
6. The Consumer or Builder is responsible for maintaining their own natural gas and electric lines downstream of the meter. The Utility will assist any Consumer or Builder in locating or identifying each buried line, including water and sewer service lines. To locate utility lines the Consumer or Building must call Iowa-One-Call at 811 or visit www.iowaonecall.com.

I,_____, have read the regulations and agree to adhere to them.

Bright Energy Solutions

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.

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. You can apply online or print and mail your application to your utility.

Requirements for Emergency Escape And Rescue Openings

International Residential Code Section R310

Every basement area, habitable attic, and sleeping rooms shall have at least one emergency escape and rescue opening. If the basement has partitioned rooms, than every sleeping room needs to have its own emergency escape and rescue opening inside that room. An emergency escape and rescue opening can be a window or door that leads directly 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

1. Minimum opening area for below grade & above the grade floor = 5.7 square feet or 820.8 square inches
2. Minimum opening area for grade = 5 square feet
3. Minimum opening height = 24 inches; Minimum opening width = 20 inches
4. Maximum sill height = 44 inches from floor
5. Replacement windows and basement additions may have reduced requirements

Requirements for Window Wells

1. The window needs to remain fully operable and be fully opened
2. Minimum dimensions = 3 feet x 3 feet
3. If depth is greater than 44 inches, than a ladder or steps are required
4. Provide drainage that connects to buildings foundation drainage system or provide an alternative method

Requirements for Ladders

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

Requirements for Steps

1. Steps shall have an inside width of at least 12 inches
2. A minimum tread depth of 5 inches, a maximum raiser height of 18 inches
3. Vertical rungs shall be spaced not more than 18 inches on center vertically for the full height of the window well

Iowa Energy Conservation Code Requirements

The state of Iowa has adopted the 2012 version of the IECC with 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.

1. Basement walls are required to be fully insulated to applicable R-value
2. Exterior building cavities are no longer allowed to be used for return air
3. Programmable Thermostats
4. New dwellings are required to be tested for air tightness using a blower door test
    a. The results are required to be delivered to the owner
5. Insulation of domestic hot water piping supplies, recirculation pump
6. Attic access hatches between conditioned spaces and unconditioned spaces shall be insulated
7. Energy Efficiency Certificate is required to be posted in a conspicuous area near the electrical panel. (Available at the city office)

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

Active Building Codes

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

- 2021 International Building Code
- 2021 International Residential Code
- 2021 International Fire Code
- 2021 International Existing Building Code
- 2021 International Mechanical Code
- 2021 International Fuel Gas Code
- 2021 International Property Maintenance Code
- 2021 Private Sewage Disposal Code
- 2021 Swimming Pool and Spa Code
- 2021 International Plumbing Code or Uniform Plumbing Code
- State adopted Electrical Code
- State adopted Energy Conservation Code

Smoke and Carbon Monoxide Alarms

Smoke alarms shall be installed in living units 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 to the satisfy the provisions of either Iowa State Law or International Residential Code (2021 edition) section 315.

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 Strom 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
    a. Water runoff to be managed by reasonable acceptable means
2. 7001 – 30,000 sq. ft. of impervious area
    a. 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.
    b. Site plan must clearly describe where storm water that is not detained will flow off the site.
    c. 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
    a. 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.
    b. Site plan must clearly describe where storm water that is not detained will flow off the site.
    c. 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.