

**2023
Building & Zoning
Permit Application
Information**



**Inspection Department
400 Second Street
P.O. Box 217
Webster City, IA 50595-0217**

(515) 832-9139

Table of Contents

	Page
General Comments.....	3
Permit and Application Procedures	
Building.....	4
Zoning.....	6
Mechanical (Heating/Cooling).....	6
Plumbing.....	7
Electrical.....	8
Sign.....	8
Entrance/Sidewalk.....	9
Demolition.....	9
Moving.....	10
Automotive Dealer License.....	11
Floodplain Development.....	11
Permit Exempted Work.....	12
Appeal Information.....	13
Right-of-Way Use.....	14
Suggested Application Checklist.....	15
Fee Schedule.....	18

GENERAL COMMENTS

The City of Webster City has adopted by reference the following building codes:

- 2021 International Building Code
- 2021 International Residential Code
- 2021 International Fire Code
- 2021 International Mechanical Code
- 2021 Uniform Plumbing Code
- 2020 National Electric Code
- 2021 International Fuel Gas Code
- 2021 International Existing Building Code
- 2021 International Energy Conservation Code
- 2021 International Property Maintenance Code
- 2017 SUDAS Design
- 2022 Adopted SUDAS Design

Other City codes which are applicable to construction include the following:

- Floodplain Regulations
- Municipal Zoning Code
- Webster City Standard Specifications for Street and
Utility Improvements (2022 SUDAS)
- Municipal Utilities Code (Tariff)
- Water Service Rules
- Electric Service Rules

Other Codes or requirements which may affect the construction project could include:

- Special conditions imposed during the subdivision of the land
- Protective Covenants
- Telephone Company
- Cablevision
- Fiber Optics
- Federal & State Floodplain Regulations

Most of these codes are available for review at the Webster City Municipal Building or the company/agency involved in the promulgation of the requirements

and at www.webstercity.com. The applicant should make themselves aware of these requirements early in the project planning to ensure an expeditious process.

This packet is intended to inform applicants about **general** permit requirements and provide better understanding for more complete applications. This will create a more expedient review, furthering code compliance, and reducing field errors and changes.

All permits are issued through the online permitting portal on the City's website.

Permits are required when:

1. **Building.** No person, firm or corporation should erect, construct, enlarge, move, remove, convert, or demolish any building or structure in the city, or cause the same to be done, without first obtaining a separate building and/or zoning permit for each such building or structure from the Building Official.

Application procedure for building permits:

To obtain a building permit, the applicant needs to complete an application through the permitting portal on the City's website. Every application needs to:

- A.** Identify and describe the work to be covered by the permit for which the application is made.
- B.** Describe the land on which the proposed work is to be done by lot, block, tract, and house and street address, or similar description that will readily identify and definitely locate the proposed building or work.
- C.** Indicate the use of occupancy for which the proposed work is intended.
- D.** Be accompanied by plans and specifications as required in Section 10-134 of the City's Municipal Code.
- E.** State the valuation of the proposed work.
- F.** Be signed by the property owner, or his/her authorized agent, who may be required to submit evidence to indicate such authority.
- G.** Give such other information as reasonably may be required by the Building Official.

Note: Manufactured Housing. The factory-built structure shall be manufactured or constructed pursuant to 42 U.S.C Sec. 5403 and shall not

have a permanent hitch or other device allowing it to be moved other than for the purpose of moving to a permanent site. Zoning regulations require a minimum horizontal dimension of not less than 20ft. when located on a lot other than a mobile home lot. Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required.

Work shall not commence until all associated fees have been paid and an approved building permit has been issued. A pre-construction conference with the Building Official may be required prior to the issuance of the permit.

When all requirements listed above have been met, a permit will be issued in most instances within 3 business days, unless a plan review is required. A permit is valid for 2 years and work must commence within 180 calendar days from date of issuance. If this time period is exceeded or abandoned for 120 calendar days, the permit will automatically expire and a new application for a building permit is necessary.

Inspections required by code:

- ✓ Footing – prior to concrete being poured
- ✓ Foundation – prior to concrete being poured
- ✓ Sewer/Water/Storm
- ✓ Groundwork plumbing (wet test required – weather permitting)
- ✓ Electrical *
- ✓ Mechanical *
- ✓ Framing *
- ✓ Lath or wallboard
- ✓ Sidewalk/Entrance
- ✓ Final – No building or structure shall be used or occupied until a Certificate of Occupancy has been issued
- ✓ Grading

* Prior to any interior wall finishes

In certain circumstances additional inspections may be required.

Work requiring a permit shall not start until the permit hold or agent shall have posted an inspection record card. This inspection record card shall be kept on the job-site, easily accessible, and be kept up to date.

Work shall not be completed beyond the point indicated in each inspection without first obtaining the approval of the Building Official. Any portions that do not

comply shall be corrected and not covered or concealed until authorized by the Building Official. The Building Official can require construction to be removed on work completed and covered if the appropriate inspections were not completed.

By following these guidelines, the proper inspections can be completed in a timely manner with minimal disruption to your work schedule.

It is the responsibility of the permit applicant to request an inspection via the permit portal on the City's website 24 hours in advance and to notify the Building Official one (1) hour in advance to cancel or reschedule an existing scheduled inspection for any reason. If a one (1) hour notice isn't given, a reinspection fee may be applied.

Inspections will be scheduled between 9:30am and 11:30am or 1:30pm and 3:30pm at the Building Officials discretion.

2. **Zoning.** It is unlawful to commence or to proceed with erection, construction, reconstruction, conversion, change in occupancy, alteration, enlargement, extension, or moving of any building or structure, or of any portion thereof, without first having applied for a zoning permit through the permitting portal on the City's website.

Application procedure for Zoning Permits:

To obtain a zoning permit, the applicant needs to complete an application through the permitting portal on the City's website. Every application needs to:

- A.** Be accompanied by a site-plan of the lot where the building/addition is proposed, showing the size of the lot, and proposed front rear and side yard setbacks, depths of the building/addition.
- B.** Floor plans or other more detailed prints could be required depending upon the nature of the permit.

Zoning permits are applicable with building permits and/or as a separate permit.

3. **Mechanical.** No person, firm or corporation should install or reconstruct any heating, ventilating, cooling, or refrigeration equipment unless a permit has been obtained from the Building Official. Also, no person shall do any

heating, ventilating, cooling or refrigeration work without the proper State licenses.

A permit should be obtained for all heating, ventilating, cooling, or refrigeration equipment, moved with, or installed in, any relocated building. A separate permit should be obtained for the equipment installed in each separate building or structure.

Application procedure for mechanical permits:

To obtain a mechanical permit, the applicant needs to complete an application through the permitting portal on the City's website. Every application needs to:

- A. Identify and describe the work to be covered by the permit.
 - B. Give legal description or street address to identify location of work.
 - C. Indicate use for which work is intended.
 - D. List the Contractor License Number.
 - E. Be accompanied by plans, diagrams, & specifications.
 - F. Be signed by the permittee or his/her agent.
 - G. Any additional information which the Building Official shall find necessary to determine whether a permit shall be issued.
4. **Plumbing.** No person, firm or corporation should install, alter, reconstruct or repair any plumbing or drainage system or part as defined in the Uniform Plumbing Code unless a permit has been obtained from the Building Official. Also, no person shall install, alter, reconstruct, construct or repair any plumbing or drainage system without the proper State licenses.

Exception: Septic tanks are under the County Board of Health Jurisdiction

Application procedure for plumbing permits:

To obtain a plumbing permit, the applicant needs to complete an application through the permitting portal on the City's website. Every application needs to:

- A. Identify and describe the work to be covered by the permit.
- B. Give legal description or street address to identify location of work.
- C. Indicate use for which work is intended.

- D.** List the Contractor License Number.
- E.** Be signed by the permittee or his/her agent.
- F.** Give other such data as may be required by the Building Official.
- G.** Give a description of the character of the work proposed to be done.
- H.** Give location, ownership, occupancy and use.
- I.** Plans, specifications, or drawings may be required.
- J.** Any additional information which the Building Official shall find necessary to determine whether a permit shall be issued.

5. **Electrical.** No person, firm or corporation should install, alter, reconstruct or repair any electrical conductor or equipment subject to the provisions of the National Electrical Code unless a permit has been obtained from the Building Official. Also, no person shall install, alter, reconstruct or repair any electrical conductor or equipment without the proper State licenses.

Application procedure for electrical permits:

To obtain an electrical permit, the applicant must complete an application through the permitting portal on the City's website. Every application needs to include:

- A.** Identify and describe the work to be covered by the permit.
- B.** Name and business address of the person, firm, corporation or other association that is to do the work.
- C.** List the Contractor License Number.
- D.** Name the owner of the property.
- E.** Description of the property where the work is to be done.
- F.** Name of the occupant.
- G.** General description of the materials to be used.
- H.** Specify the particular part or parts of the work that must be inspected.
- I.** Any additional information which the Building Official shall find necessary to determine whether a permit shall be issued.

6. **Sign.** No person, firm or corporation should erect, alter, or relocate within the City any sign or other advertising structure without first obtaining a sign permit. Also, a State Special Electricians License will be required for any person wiring illuminated signs.

Application procedure for sign permits:

To obtain a sign permit, the applicant must complete an application through the permitting portal on the City's website. Every application needs to include:

- A. Name, address, telephone number of person or firm erecting the sign.
 - B. Name of owner of the sign.
 - C. Street address on which sign is to be located.
 - D. Name of property owner on which the sign is located.
 - E. Classification of sign.
 - F. Site plan.
 - G. Drawings showing dimension, materials, design, structural support, and electrical components of proposed sign.
 - H. If applying for an illuminated sign, an electrical permit that includes the Electrician License Number will be required.
 - I. Any additional information which the Building Official shall find necessary to determine whether a permit shall be issued.
7. **Entrance/Sidewalk.** Approval of the City of Webster City should be obtained before any change is made in the entrance or its location. Design drawing must be attached to permit application. Applicant must give the City 48-hour notice of his/her intention to start construction.
8. **Demolition.** No person, firm or corporation should perform any demolition work without first obtaining a demolition permit from the Building Official.

Application procedure for demolition permits:

To obtain a demolition permit, the applicant needs to complete an application through the permitting portal on the City's website and must meet the following required conditions and safety regulations:

- A. Fencing.
- B. Barricades.
- C. Warning Lights.
- D. Temporary walkways.
- E. Proper termination of water and sewer connections. This will require a plumbing permit and excavation/encroachment permit.

- F. If street closure is required, a traffic control plan that complies with MUTCD standards will be required.
- G. Acknowledgement of compliance with asbestos removal regulations for the Iowa Department of Natural Resources.
- H. Demolition Contractors and Sub-Contractors means and methods of how the demolition will be conducted.
- I. Acknowledgement of calling Iowa One Call 48 hours before digging.
- J. Signature of permittee or their agent.
- K. Any additional information which the Building Official shall find necessary to determine whether a permit shall be issued.

Applicant must inform the City Department and Public Service companies of date of demolition and request that they remove any meters, lines, etc., which might belong to them. Demolition must be started within 30 days of date of permit issuance. Verification of deposit of material form needs to be returned upon completion.

9. **Moving**. Per Webster City Municipal Code Section 10-354 No person should move or cause to be moved along or across any street, avenue, alley, or public ground, any building constituting an oversized load of any description without first obtaining a permit approved by the Building Official.

Application procedure for moving permits:

To obtain a moving permit, the applicant must file an application through the permitting portal on the City's website. The application needs to specify:

- A. Name and address of the building mover and the building owner.
- B. A description of the building proposed to be moved including:
 - Loaded Height
 - Loaded Width
- C. Place from which the building is to be moved and new location.
- D. Date and hours of the proposed moving.
- E. Route Map of which the building is to be moved.
 - A consent from routing by telephone company, cablevision company, city utilities, fire department, police department and public works department, and when/where route crosses railroad property, must be filed.

- F. Locations of trees abutting the proposed route which would require trimming.
 - If trees are required to be trimmed, a consent of the owner of the trees must be filed.
- G. Certification of insurance.
- H. Notice given to utilities at least 24-hours before moving.
- I. Bond filed with City Clerk having penal sum of \$20,000.00.
- J. Any additional information which the Building Official shall find necessary to determine whether a permit shall be issued.

10. **Automotive Dealer License.** (Form from State). Applicant must file proper form with the State, signed by the Building Official, stating where building is located, that it meets City Building Code, and that it is constructed in such a manner that a fire resistance rating factor of not less than one (1) hour would exist.

11. **Floodplain Development.** A floodplain Development Permit issued by the Building Official shall be secured prior to any floodplain development (any man-made change to improved and unimproved real estate, including but not limited to buildings or other structures, mining, filling, grading, paving, excavation or drilling operations), including the placement of factory-built homes. See current fee schedule for permit fee.

Application procedure for Floodplain Development Permits

To obtain a floodplain development permit, the applicant needs to complete an application through the permitting portal on the City's website. The application must include:

- A. Description of the work to be covered by the permit for which application is to be made.
- B. Describe the land on which the proposed work is to be done by lot, block, tract, and house and street address, or similar description that will readily identify and definitely locate the proposed building or work to be done.
- C. Indication of the use or occupancy for which the proposed work is intended.
- D. Elevation of the 100-year flood.

- E. Elevation (in relation to National Geodetic Vertical Datum) of the lowest floor (including basement) of buildings or of the level to which a building is to be flood proofed.
- F. For building being improved or rebuilt, the estimated cost of improvements and market value of the building prior to the improvements.
- G. Any additional information which the Building Official shall find necessary to determine whether a permit shall be issued.

Permit Exempted Work

1. A building permit is not required for the following:
 - A. Oil Derricks.
 - B. Moveable cases, counter and partitions not over 5 feet high.
 - C. Retaining walls which are not over 4 feet high, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding flammable liquids.
 - D. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed two to one.
 - E. Decks less than 6 inches above grade.
 - F. Painting, papering and similar finish work.
 - G. Temporary motion picture, television and theater stage sets and scenery.
 - H. Window awnings supported by an exterior wall of Group R, Division. 3 and Group M Occupancies when projecting not more than 54 inches.
 - I. Swimming pools with a depth less than 2 feet.
 - J. Accessory structure less than 120 square feet.

Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above exempted items.

2. A mechanical permit is not required for the following:
 - A. A portable heating appliance, portable ventilating equipment, portable cooling unit or portable evaporative cooler.
 - B. A closed system of steam, hot or chilled water piping within heating or cooling equipment regulated by City Code.

- C. Replacement of any component part or assembly of an appliance which does not alter its original approval and complies with other applicable requirements of City Code.
 - D. Refrigerating equipment which is part of the equipment for which a permit has been issued pursuant to the requirement of City Code.
 - E. A unit refrigerating system.
3. A plumbing permit is not required for the following:
- A. The stopping of leaks in drains, soil, waste or vent pipe, provided, however, that should any trap, drainpipe, soil, waste or vent pipe be or become defective and it becomes necessary to remove and replace the same with new material in any part or parts, the same shall be considered as such new work and a permit shall be obtained and inspection made as hereinbefore provided.
 - B. The cleaning of stoppages or the repairing of leaks in pipes, valves, or fixtures, when such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
4. An electrical permit is not required for the following:
- A. Grounding.
 - B. Replacement of individual receptacles/switches when not GFCI required.
5. Some signs are exempt from the sign permit requirements
6. Zoning permits will not be required for the following:
- A. Accessory buildings less than 120 square feet.
 - B. Retaining walls less than 4 feet in height.
 - C. Essential service buildings or structures.
 - D. Platform or walk not more than 30” above grade and less than 5 feet square.
 - E. Swimming pools less than 2 feet in depth.

Appeal Information

Zoning Appeals. Upon determination from the Zoning Administrator that a variance is necessary for building/zoning permit use, the following must be noted:

- 1. Applicants must apply through the permitting portal on the City’s website.
- 2. See current fee schedule for hearing fee.
- 3. Public hearing is held.

4. Decision made by Zoning Board of Adjustment.

Building Code Board of Appeals. In order to determine the suitability of alternate materials and methods of construction and provide for a reasonable interpretation of the provisions of the Municipal Code, a Building Code Board of Appeals was created.

Sign Appeals. Appeals of decisions regarding the placement of signs in public right-of-way should be taken to the Inspection Department.

Right-of-Way Use

Entrance/Sidewalk. Entrance/Sidewalk. Approval of the City of Webster City should be obtained before any change is made in the entrance or its location. Design drawing must be attached to permit application. Applicant must give the City 48-hour notice of his/her intention to start construction.

Encroachment and Excavation Permit. An application for an encroachment and/or excavation permit can be applied for through the permitting portal on the City's website. The application shall be accompanied by a site plan which accurately shows the location, height, nature and extent of *all* proposed objects or improvements within the encroachment area. The site plan should also include all existing fixed features such as trees, sign posts, fire hydrants, etc. within twenty (20) feet of the encroachment area.

Application Checklist

The applicant must file a complete set of building plans, a plot plan, and a building permit application. The application is available through the permitting portal on the City's website. The application and plans should be complete, clear, and concise. Planning the project in detail with building and site layout, cannot only smoothen the construction process, but also create an efficient building and site that you wish to own or market.

To assist you and City staff in ensuring the completeness of your plans, attached is a checklist for your reference.

Please be aware this list is not complete in guaranteeing code compliance and should merely be used as a guide in preparing plans. Also, many of these items could involve changes subject to field conditions and in these cases the City Inspector should be notified.

Site Plan Checklist : Section A		
Required	Provided	Plot Plan Element or other Requirements
Section A. All Major Site Plans shall include the following, unless waived by the Community Development Director		
✓		This completed Checklist, with justification for required items not provided
✓		Electronic versions of all plans and documents (Adobe.pdf preferred). Plans and maps must be reproducible at 11" x 17". Submit to: abertran@webstercity.com
The following elements are required on the Major Site Plan:		
✓		A1: Name and address of developer/owner
✓		A2: Name and address of architect/designer
✓		A3: Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet or less)
✓		A4: Lot address, lines and dimensions
✓		A5: Legal Description of Property & Zoning
✓		A6: Location, setback and dimension of all buildings; new and existing
✓		A7: Proposed occupancy of all buildings
✓		A8: Easements; location, size and purpose
✓		A9: All yards and setbacks
✓		A10: % Occupation of rear yard by accessory buildings
✓		A11: Location, number, and dimensions of existing and proposed parking spaces, including handicap spaces
✓		A12: Location, number, and dimensions of existing and proposed loading spaces
✓		A13: Curb cuts, driveways (including width) : requires a separate permit
✓		A14: Existing and proposed sidewalks, walkways and trails
✓		A15: Location and type of all proposed lighting, including details of individual fixtures and height of pole-mounted lights
✓		A16: Provisions for storage and disposal of waste, garbage and recyclables
✓		A17: Utility Mains & Services (size, location, materials) <ul style="list-style-type: none"> ___ Water w/ valves & hydrants ___ Sanitary sewers w/ manholes ___ Storm sewer w/intakes & manholes ___ Electric ___ Gas ___ Telephone ___ CTV
✓		If applicable, flood plain location & elevation, and lowest floor level elevation – special permit required

Building Plan Checklist : Section B		
Required	Provided	Building Plan Element or other Requirement
Section B. All Building Plans shall include the following, unless waived by the Community Development Director		
		B1: Elevation Views – Building Heights
		B2: Overall building dimensions
		B3: Room layout, sizes and use
		B4: Window/Door locations, sizes & depths, footing tile
		B5: Type of Construction <input type="checkbox"/> Exterior Finish <input type="checkbox"/> Frame/Footings <input type="checkbox"/> Interior Finish
		B6: Home Heating Index
		B7: Spans & Member Sizes & Materials <input type="checkbox"/> Rafter <input type="checkbox"/> Ceiling <input type="checkbox"/> Floor/Ceiling <input type="checkbox"/> Floor <input type="checkbox"/> Beams <input type="checkbox"/> Columns
		B8: Insulation <input type="checkbox"/> Ceiling <input type="checkbox"/> Walls
		B9: Details <input type="checkbox"/> Fireplaces/Wood Stoves <input type="checkbox"/> Stairways <input type="checkbox"/> Estimate of Cost <input type="checkbox"/> Other (indicate)
		B10: Mechanical – special permit <input type="checkbox"/> Equipment including Sizes/Locations <input type="checkbox"/> Vents <input type="checkbox"/> Duct Work <input type="checkbox"/> Miscellaneous (indicate)
		B11: Plumbing – special permit <input type="checkbox"/> Meter Locations (gas, water) <input type="checkbox"/> Fixtures <input type="checkbox"/> Water Heater <input type="checkbox"/> Vent sizes and locations <input type="checkbox"/> Clean outs <input type="checkbox"/> Floor drains <input type="checkbox"/> Sump location

Building Plan Checklist : Section B Continued		
Required	Provided	Building Plan Element or other Requirement
Section B. All Building Plans shall include the following, unless waived by the Community Development Director		
		B12: Electric – special permit <input type="checkbox"/> Service size/location and # of circuits <input type="checkbox"/> Fixtures <input type="checkbox"/> Outlets/Switches <input type="checkbox"/> Ground Fault Protection <input type="checkbox"/> Smoke detectors

(Attach Current Fee Schedule)