

CITY OF POLK CITY

112 3RD Street
Phone 984-6233

BUILDING PERMIT APPLICATION & PERMIT

Use Zone	Rec'd By	Date of Appt.	Date Issued	Permit No.
		Applicant fill heavy outlined area only		

Name Architect/Engineer		Bldg. Address		
Address		Lot No.		
City	Zip Code	Phone#	Addition	
State Lic. No.		Lot Size	No. of Buildings on Lot	
Name Contractor		Name Owner		
Address		Mail Address		
City	Zip Code	Phone #	City	Zip Code Phone #

I understand that construction on any easement will be at my own risk and responsibility and that I will be liable for any necessary removal should it become necessary. I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all city ordinances and state laws regulating building construction. I further agree and understand that the City of Polk City has not, by issuance of this permit, reviewed, nor does it make any representation concerning, any covenants or any restrictions where there may be covenants or other restrictions prohibiting the proposed improvement.

Signature of Owner or Authorized Agent

Date

PROJECT DESCRIPTION	TO BE FILLED OUT BY CITY PERSONNEL		
Commercial _____ Industrial _____ Single Family _____	Valuation	Footage	
Townhome _____ Duplex _____ Multifamily _____			
New _____ Addition _____ Alteration _____			DATE PAID
Repair _____ Demolition _____		PERMIT FEE	RECEIPT NO.
Size _____ Sq/ft _____			
Height _____ Stories _____	BUILDING		
Garage Slab _____ Attached Garage _____ Detached Garage _____	PERMITS		
Basement _____ Finished _____ Unfinished _____	Electrical, Plumbing	\$195.00	
Sidewalk _____ Driveway _____ Curb Cut _____	Mechanical, Occupancy		
Sign Type _____	Water Hook Up	\$900.00	
	Sewer Hook UP	\$900.00	
	Other		
DESCRIPTION OF WORK	TOTAL		

ATTACH SITE PLAN & BUILDING PLAN

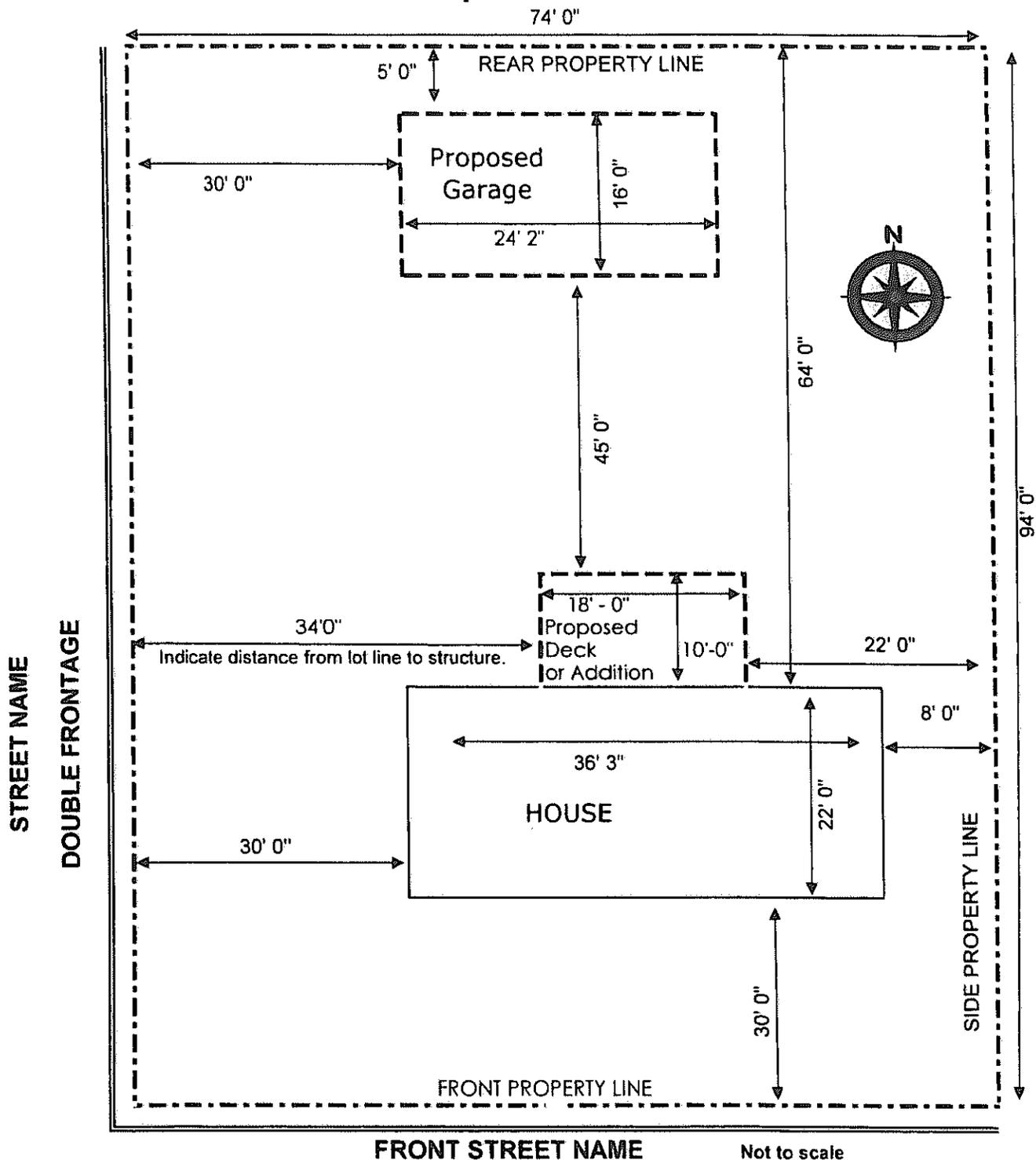
REGULAR INSPECTIONS ARE REQUIRED CONTACT THE CITY BUILDING INSPECTORS 866-986-5400

WHEN APPROVED BY THE CITY BUILDING DEPT. BELOW THIS BECOMES YOUR PERMIT

APPROVED BY	DATE
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REMARKS

Sample Site Plan



Typical information required for residential projects:

1. Draw lot and show lot measurements. Note: Curb is NOT the front property line.
2. Show all existing and proposed structures with dimensions and distances between structures.
3. Show distance between all structures and adjoining property line or street.
4. Show existing driveway and any changes proposed to driveway.
5. Label adjacent streets.

Note: This is an illustration to show how to document required information.
 All dimensional requirements must be verified in the zoning ordinance.
 Additional information may also be required.

the
BUILDING
 INSPECTORS

Please call The Building Inspectors with any questions at 515.597.4824

NEW CONSTRUCTION CITY OF POLK CITY TRADE PERMIT APPLICATION

Job Address	
Legal Description	Zoning
Use of Building	
Description of Work (Examples: Electrical, Plumbing, Mechanical)	

Occupant Name	Mailing Address	Phone
Owner Name	Mailing Address	Phone
Contractor Name	Mailing Address	Phone
Contractor State License Number		
Architect or Designer	Mailing Address	Phone
Engineer	Mailing Address	Phone

NOTE: For new construction, the trade permit fee will be included with the building permit. This form is still required for documentation purposes.

By signing below, the applicant understands and agrees to the following:

ALL WORK MUST BE INSPECTED! No work is to be concealed or covered until approved by the inspector. Work that is not inspected is considered unapproved. The permit applicant is responsible for contacting The Building Inspectors at 515.597.4824 a minimum of 24 hours in advance to schedule any inspection.

Permits are non-transferable. This permit will expire one year from the approval date or if work does not begin or is abandoned for 180 days. In the event that a permit expires, a new permit must be obtained. Where work is begun before a permit is approved the permit fee will be doubled.

Work must be performed by an Iowa State Licensed contractor. Contractor is presumed knowledgeable of the applicable Code. Questions can be directed to The Building Inspectors at 515.597.4824.

Signature of Permit Applicant _____
Date

Please print name LICENSE #

Approved (When signed below and dated, this becomes your approved permit.)	Date
Comments	