

City of Decorah Building Inspections Department

400 Claiborne Drive / P.O. Box 138

Decorah IA. 52101

Phone: (563) 382-3651

www.decorahia.org

Building Permit Packet

(Use for all new residential and commercial building projects, additions, remodels, and repairs)

Included in this packet are documents necessary for all the above listed projects. Separate permits are required for Building, Plumbing, Mechanical, and septic & well, if applicable to the project, and need to be submitted with the building permit application before permits are issued. Note: For Electrical permitting and required inspections contact the State of Iowa at iowa.gov. Please see the "Required Documents for Submittal" page, included in this packet, for a list of forms and documents to be submitted for permitting. Once submitted, allow 10-15 business days for the review process.

Upon release of permit for construction, applicants will receive an approved copy of the building permit(s), 1 approved copy of the plans previously submitted, and an Inspection Field Copy with required inspections. **Inspection Field Copy and approved plan copy must be on site during inspections.** These items must be posted on site, visible to the street, and accessible to the inspector.

Additional permits and applications can be found at www.decorahia.org or picked up directly at the City of Decorah city hall. Additional permits such as:

EXTERIOR MAINTENANCE PERMIT APPLICATION
SIGN PERMIT APPLICATION (3 PAGES)
RIGHT OF WAY PERMIT APPLICATION (2 PAGE)
DEMO OR MOVING PERMIT APPLICATION
TAPPING PERMIT APPLICATION
ZONING COMPLIANCE APPLICATION
SITE PLAN REVIEW APPLICATION
C-3 COMMERCIAL DESIGN PLAN REVIEW APPLICATION

For questions or concerns related to building inspections and code compliance, please contact the City of Decorah's Building Inspector:

Greg Swanson
(563) 382-3651 Office
(507) 412-7641 Cell
gswanson@decorahia.org

City of Decorah Building Inspections Department

400 Claiborne Drive / P.O. Box 138

Decorah IA. 52101

Phone: (563) 382-3651

www.decorahia.org

Required Documents for Submittal

Please include the following with your permit:

- 1) Completed permit form
- 2) **Two copies** of the building plans including Site Plan, Foundation Plan, Floor Plans, Exterior Elevations, and Cross Section. Also include Energy Compliance Certificate, Heating and Cooling Calculations, and truss drawings. (See below for additional information required on building plans.)
- 3) Energy Compliance Certificate copy should be posted on or in the electrical distribution panel by the builder or registered design professional.
- 4) Completed Mechanical and Plumbing permits by sub-contractors.
- 5) Complete septic system design and evaluation report if applicable.

Information required on building plans:

Site plan: Full legal description including lot, block and addition name. complete property drawn to scale according to an accurate boundary survey. Size and location of new construction and existing structures. Setbacks from all existing and proposed structures. (see zoning ordinances on the City of Decorah website) Any easements on the property if applicable. Established street grades and proposed finished grades. (indicate difference in elevation between the garage floor and the street) Proposed site drainage, driveway size and location. Designation of street and side street if corner lot.

Foundation plan: Continuous and column pad footings including width and thickness. Reinforcement size and placement – **“Per code”** will not be accepted. Label the following on plans-Foundation wall thickness, height and material. Provide wall enforcement location, size, and point load locations. Insulation. Stairways. Egress window locations (basements with habitable spaces, every sleeping room) Radon system location.

Floor plans: Designate room uses, dimensions and whether room will be finished. Designate location of mechanical equipment. Show smoke detector and carbon monoxide detector locations. Size and locations of attic/crawl space access panels. Window and door locations and sizes (manufacturer and unit numbers) Correct header sizes! Floor joist sizes and spans and spaces. Beam sizes for joist bearing and girder locations. Size and spacing of posts. Safety glazing and egress window locations. Stair and landing locations with dimensions and required lighting. Type of underfloor protection (R302.13)(basement and below stairs)

Exterior elevations: All sides of the building. Windows and doors. Exterior finishes. And final grade.

Cross section: (from footings to roof) Footing dimensions, reinforcement, and drainage. Foundation wall materials, dimensions, reinforcement, waterproofing and insulation. These must be listed in detail. **“Per Code”** will not be accepted. Indicate grade, distance from grade to footing and grade to wood framing. Sill plate and rim joist type and size as well as rim joist insulation. Anchor bolt size, type, location and spacing. Wall framing type, height, insulation, headers, air/vapor barrier type and location, interior and exterior wall finishing materials. Clear headroom dimensions at all floor levels. Brick veneer, airspace or lath, wall ties, weep holes and flashing. Roof/ ceiling framing, attachment to bearing walls, attic insulation, air/vapor barrier and ceiling finish. Eave and rake overhang dimensions, energy heel height, wind-wash protection, roof ventilation, insulation baffles, and fascia materials. Indicate roof slopes, ice dam protection, roof underlayment and covering.

City of Decorah Building Inspections Department

400 Claiborne Drive / P.O. Box 138

Decorah IA. 52101

Phone: (563) 382-3651

www.decorahia.org

Recognized Code Editions

Any project or work regulating the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area, and maintenance of buildings and/or structures in the City of Decorah, Iowa, to provide minimum standards to safeguard life or limb, health, property and public welfare.

Building Code – Except as herein after added to, deleted, modified or amended, there is hereby adopted as the Building Code of the City of Decorah, Iowa, that certain Building Code known as the:

International Building Code 2015 edition (herein after known as the IBC)

International Residential Building Code 2015 edition (herein after known as the IRC)

International Plumbing Code 2015 edition (2018) (herein after known as the IPC)

International Mechanical Code 2015 edition (2018) (herein after known as the IMC)

International Fire Code 2015 edition (herein after known as the IFC)

International Fuel Gas Code 2015 edition (herein after known as the IFGC)

International Property Maintenance Code 2015 edition (herein after known as the IPMC)

International Energy Conservation Code 2012 edition (herein after known as the IECC)

International Existing Building Code 2015 edition (herein after known as the IEBC),

National Electrical Code 2015 edition (2020) (herein after known as the NEC)

Americans with Disabilities Act 2010 (herein after known as the ADA)

The provisions of said Building Code shall be controlling in the construction of buildings and other structures and in all matters covered by said Building Code within the City of Decorah, Iowa, and shall be known as the City of Decorah, Iowa Building Code. The appendices are approved for reference only.

City of Decorah Building Inspections Department

400 Claiborne Drive / P.O. Box 138

Decorah IA. 52101

Phone: (563) 382-3651

www.decorahia.org

Required Inspections

The following inspections shall be obtained during the construction of the building. It is the responsibility of the party doing the work to make arrangements with the building department for inspections. To schedule an inspection, please call (563) 382-3651. In order to make better use of your time and that of this department we request you **schedule inspections 24 hours in advance**.

Required inspections:

1. **Footing inspection.** After excavation is complete, the footings are formed, and reinforcing steel is in place.
2. **Foundation.** Poured walls/ICF's or similar shall be inspected after all forms are in place and required reinforcement steel is in place. All foundation walls shall be inspected for water-proofing, drain tile, and other code requirements prior to backfilling.
3. **Plumbing underground.** After all below grade plumbing is completed and prior to covering. See note below.
4. **Concrete floor and under floor.** After radon system is installed in-slab reinforcing steel is in place prior to placing concrete. Be sure to have air/vapor barrier and or rigid insulation underlayment placed and properly sealed.
5. **Rough – ins.** Inspections of plumbing, mechanical, gas, sprinkler, and electrical systems shall be made before covering and concealment. Prior to or in conjunction with framing inspection.
6. **Framing inspection.** After the roof, masonry, framing, firestopping, draft-stopping, and bracing are in place and after all Rough-ins are approved.
7. **Insulation inspection.** After exterior walls are insulated and vapor barrier is installed and sealed.
8. **Gypsum inspection.** Gypsum to be inspected prior to taping if part of a fire resistive assembly.
9. **Fireplaces.** Must be inspected for compliance with building code and manufacturer's instructions.
10. **Final inspections.** After all construction is complete including carpentry, plumbing, mechanical, gas, sprinklers, and electrical systems.

Notes:

1. Once exterior site work is complete, finish grade has been established and stabilized, landscape sod/or seed and trees must be installed per city ordinances.
2. Plumbing- at rough-in drain/waste will be tested to 5psi for 15 minutes. (gauge not larger than 30psi) At final inspection after all fixtures set, a minimum 1" water column for 15 minutes. Water distribution system shall be tested upon completion to not less than maximum working pressure under which it is to be used.
3. Gas piping must be air tested at 25psi for 10 minutes prior to concealing gas lines. At mechanical final when all appliances are attached to the gas system, a manometer is required at normal operating pressure of the system.
4. Once project is complete a Certificate of Occupancy will be issued. Occupancy is prohibited until issued by the Building Inspector.

City of Decorah Building Inspections Department

400 Claiborne Drive / P.O. Box 138

Decorah IA. 52101

Phone: (563) 382-3651

www.decorahia.org

Date Rec'd _____

Permit No. _____

Building Permit Application

A permit MUST be issued prior to commencement of work.

Please return to the City of Decorah Building Department or via email to gswanson@decorahia.org.

Project address: _____ Addition _____ Block _____ Lot _____ Zone _____

Is there a well or septic system on this property? ___ Yes ___ No (if yes, provide a letter of compliance by a licensed installer)
If dwelling was built prior to 1978, please follow Federal EPA and Iowa Dept of Health lead guidelines and abatement rules.

Permit Applicant. ___ Owner ___ Designer ___ Contractor

Owner _____
Address _____ City/State/Zip _____
Phone (_____) _____ Email _____

Contractor _____
Address _____ City/State/Zip _____
Phone (_____) _____ Email _____
State License/ID # _____ Lead Certification # _____

Architect/designer _____
Address _____ City/State/Zip _____
Phone (_____) _____ Email _____
State License/ID # _____

Valuation of Work \$ _____ (include Labor and Material) (see building valuation data for additional info)

Description of Work including Sq Ft / Dimensions _____

Class of Work. ___ New ___ Addition ___ Remodel ___ Repair ___ Residential ___ Commercial ___ Other
Type of Building _____

Electrician _____ Phone _____
Plumber _____ Phone _____
Mechanical _____ Phone _____

Notice: I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction. Any unapproved construction made herein shall make the application invalid.

Signature of Applicant Date

For office use only

Special approvals needed:

Building/ Zoning Approval Signature Approval Date

City of Decorah Building Inspections Department

400 Claiborne Drive / P.O. Box 138

Decorah IA. 52101

Phone: (563) 382-3651

www.decorahia.org

Building Valuation Data

In accordance with section 109 of the International Building Code 2015 Edition, the value or valuation of a building shall be the estimated cost to replace the building or structure in kind based on current replacement cost. The determination of valuation shall be made by the building official. The value to be used in computing the building permit fees shall be the total value of all construction work for which the permit is used, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning and any other permanent equipment.

The following values, based on the ICC building valuation data 2015, shall be used in determining building permit fees for 2015: (see below for Home Valuation Sample Equation)

One & Two Family Dwellings

| | |
|----------------------|-----------------|
| Habitable floor area | \$112.00 per SF |
| Finished basement | \$ 75.00 per SF |
| Unfinished basement | \$ 15.00 per SF |
| Additions | \$112.00 per SF |
| Decks & open porches | \$ 15.00 per SF |

| | |
|-----------------------|-----------------|
| <u>Garages</u> | \$ 43.00 per SF |
|-----------------------|-----------------|

Roofing

| | |
|-------------------------|-----------------|
| Tear off & replace | \$250.00 per SQ |
| Tear off & new sheeting | \$500.00 per SQ |

| | |
|----------------------|-----------------|
| <u>Siding</u> | \$225.00 per SQ |
|----------------------|-----------------|

| | |
|-----------------------|----------|
| <u>Windows</u> | \$ 50.00 |
|-----------------------|----------|

| | |
|------------------------------|-----------------|
| <u>Pole buildings</u> | \$ 10.00 per SF |
|------------------------------|-----------------|

Values not specifically listed will be determined by the building official using comparable cost estimates for similar projects in the City of Decorah.

Commercial Buildings

Permit fees shall be based on square footage costs set forth in the ICC Building Valuation Data updated in February 2015. The data represents average valuations in conjunction with IBC Section 109. The data published is offered as an aid for the building department to determine permit fees. The ICC data is based on average costs on typical construction methods. The average costs include foundation work, structural and non-structural building components, electrical, plumbing, mechanical and interior finish work.

Home Valuation Sample Equation

Sample is based on a 1600 SF home with a partially finished basement and a 3 car garage.

| | | | |
|--------------------|----------------|-----------|--------------------|
| 1600 SF MAIN LEVEL | 1600 X \$112 = | \$179,200 | |
| 1600 SF BASEMENT | | | |
| 500 SF FINISHED | 500 X \$75 = | \$ 37,500 | |
| 1100 SF UNFINISHED | 1100 X \$15 = | \$ 16,500 | |
| 864 SF GARAGE | 864 X \$43 = | \$ 37,152 | |
| | | <hr/> | |
| | | \$270,352 | CONSTRUCTION VALUE |

Once value has been determined, go to the **“building permit fee schedule”** table 1-A and find the valuation range best suited for your construction total.

Sample Fee

| VALUATION RANGE | FEE | | |
|------------------------|-----------------------------------------------------------------------------------------------|-----------------------|------------|
| \$100,001 to \$500,000 | \$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof. | | |
| | BASE FEE (1 st 100K) | \$993.75 | |
| | PLUS \$5.60/\$1000 (170K) | 170 X 5.60 = \$952.00 | |
| | | <hr/> | |
| | | \$1,945.75 | PERMIT FEE |

City of Decorah Building Inspections Department

400 Claiborne Drive / P.O. Box 138

Decorah IA. 52101

Phone: (563) 382-3651

www.decorahia.org

Building Permit Fee Schedule

Building permit formulas according to 1997 Uniform Building Code Table 1-A

| Valuation Range (Based on Building Valuation Data) | Fee |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| \$1 to \$500 | \$23 |
| \$501 to \$2,000 | \$23.50 for the first \$500 plus \$3.05 for each additional \$100 or fraction thereof. |
| \$2,001 to \$25,000 | \$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000 or fraction thereof. |
| \$25,001 to \$50,000 | \$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof. |
| \$50,001 to \$100,000 | \$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof. |
| \$100,001 to \$500,000 | \$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof. |
| \$500,001 to \$1,000,000 | \$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof. |
| \$1,000,001 and up | \$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000 or fraction thereof. |

Review and Submittal Fees

| Intent or Use (see Exhibit A Fee Schedule for additional information) | Fee |
|-----------------------------------------------------------------------|--------------------------------------------------------|
| Simple site plan review | \$100.00 |
| Residential site plan review-Type 1 | \$140.00 |
| Residential site plan review-Type 2 | \$190.00 |
| Major site plan review | \$250.00 |
| Subdivision plat review | \$220.00 (plus \$5.00 per lot) |
| Minor subdivision plat or re-plat review | \$120.00 |
| Rezoning requests | \$120.00 (plus \$15.00 per acre beyond the first acre) |
| Board of Adjustment hearings (BOA) | \$120.00 |
| Tax abatement application (within an established district) | \$160.00 |

Additional Permit and Fees

| Intent or Use | Fee |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Sign permit (New-per individual sign) | \$30.00 |
| Sign permit (Replacement-per individual sign) | \$25.00 |
| Long -term right-of-way uses: Uses or encroachments that are beyond the typical length of time for construction activities. (ie; canopy extensions, sign requests) | \$60.00 |
| Right -of-way permits: (street or curb cuts for construction) this is not applicable where requirements and fees of chapter 12.48 apply. (public property or right-of-way) | \$30.00 |
| Right-of-way vacation requests: Plus publication and survey costs. | \$90.00 |
| Obstruction of public right-of-way | \$10.00 |
| Rental permit: Requires an annual renewal. An inspection is required for new rentals and existing rentals will be inspection on a 3-year rotation unless requested otherwise. Inspection fee is \$15.00 per unit. | \$40.00 |
| Demolition permit/moving permit. | \$50.00 |
| House moving permit | \$50.00 |
| Tapping permit: Owner is responsible for contacting Decorah Water Dept. at (563) 382-5171 prior to commencement of work. | \$250.00 Water \$250.00 Sewer |
| Plumbing permit: New construction or major remodel | \$75.00 |
| HVAC permit: New construction or major remodel (includes fireplaces) | \$75.00 |
| Fire suppression systems (new or retrofit) | \$100.00 |

City of Decorah Building Inspections Department

400 Claiborne Drive / P.O. Box 138

Decorah IA. 52101

Phone: (563) 382-3651

www.decorahia.org

Date Rec'd _____

Permit No. _____

Permit Fee: **\$75.00**

Plumbing Permit Application

Plumbing permit required on new construction and major remodel projects

A permit **MUST** be issued prior to commencement of work.

Please return to the City of Decorah Building Department or via email to gswanson@decorahia.org.

Project address: _____ Addition _____ Block _____ Lot _____ Zone _____

If dwelling was built prior to 1978, please follow Federal EPA and Iowa Dept of Health lead guidelines and abatement rules.

Permit Applicant. Owner Plumber Contractor

Property Owner _____

Address _____ City/State/Zip _____

Phone_(_____) _____ Email _____

Plumber/Contractor (if not Property owner) _____

Address _____ City/State/Zip _____

Phone_(_____) _____ Email _____

State License/ID # _____

Engineer/Designer _____

Address _____ City/State/Zip _____

Phone_(_____) _____ Email _____

State License/ID # _____

Valuation of Work \$ _____ (include Labor and Material)

Description of Work: _____

Class of Work. New Addition Remodel Repair Residential Commercial Other

Type of Building _____

Notice: I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction. Any unapproved construction made herein shall make the application invalid.

Signature of Applicant

Date

For office use only

Building/ Zoning Approval Signature

Approval Date

City of Decorah Building Inspections Department

400 Claiborne Drive / P.O. Box 138

Decorah IA. 52101

Phone: (563) 382-3651

www.decorahia.org

Date Rec'd _____

Permit No. _____

Permit Fee: **\$75.00**

Mechanical (HVAC) Permit Application

Mechanical permit required on new construction, major remodel projects and includes fireplaces

A permit **MUST** be issued prior to commencement of work.

Please return to the City of Decorah Building Department or via email to gswanson@decorahia.org.

Project address: _____ Addition _____ Block _____ Lot _____ Zone _____

If dwelling was built prior to 1978, please follow Federal EPA and Iowa Dept of Health lead guidelines and abatement rules.

Permit Applicant. Owner Mechanical Contractor Contractor

Property Owner _____

Address _____ City/State/Zip _____

Phone (_____) _____ Email _____

Mechanical Contractor (if not Property owner) _____

Address _____ City/State/Zip _____

Phone (_____) _____ Email _____

State License/ID # _____

Engineer/Designer _____

Address _____ City/State/Zip _____

Phone (_____) _____ Email _____

State License/ID # _____

Valuation of Work \$ _____ (include Labor and Material)

Description of Work: _____

Class of Work. New Addition Remodel Repair Residential Commercial Other

Type of Building _____

Notice: I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction. Any unapproved construction made herein shall make the application invalid.

Signature of Applicant

Date

For office use only

Building/ Zoning Approval Signature

Approval Date

City of Decorah Building Inspections Department

400 Claiborne Drive / P.O. Box 138

Decorah IA. 52101

Phone: (563) 382-3651

www.decorahia.org

Date Rec'd _____

Permit No. _____

Permit Fee: _____

Tapping Application/Permit

OWNER IS RESPONSIBLE FOR CONTACTING DECORAH WATER DEPARTMENT AT 563-382-5171 PRIOR TO COMMENCEMENT OF WORK.

A permit **MUST** be issued prior to commencement of work.

Please return to the City of Decorah Building Department or via email to gswanson@decorahia.org.

Project address: _____ Addition _____ Block _____ Lot _____ Zone _____

Permit Applicant. Owner Plumber Contractor

Property Owner _____

Address _____ City/State/Zip _____

Phone _(_____) _____ Email _____

Plumber/Contractor (if not Property owner) _____

Address _____ City/State/Zip _____

Phone _(_____) _____ Email _____

State License/ID # _____

Description of Work: _____

Class of Work. New Addition Remodel Repair Residential Commercial Other

Type of Building _____

Tapping Requested: _____ Water (\$250.00) _____ Sewer (\$250.00)

Notice: I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction. Any unapproved construction made herein shall make the application invalid. Work to commence within 6 months of date of this application. Connection to be made in compliance with the International Plumbing Code and the Decorah city code. For condominium construction, a separate shut off valve for water service for each unit is required as per code chapter 13.16.110

Signature of Owner/Contractor _____ Date _____ Building/Zoning Approval _____ Date _____

For office use only

Special approvals needed:

Zoning: _____ Water Dept.: _____ Street Dept.: _____