



407 Lynn Street
 Tipton, IA 52772
 (563) 886-6187
 (563) 886-2759 FAX

CITY OF TIPTON APPLICATION FOR BUILDING PERMIT

1. Location _____
 Street Address _____ Zoning Classification _____
 Lot Number _____ Block _____ Addition _____

2. Property Owner _____
 Name _____ Telephone _____
 Address _____

3. Contractor _____
 Name & Address _____ Telephone _____

4. Architect _____
 Name & Address _____ Telephone _____

5. Reason for Permit _____
 _____ New Building _____ Fence _____ Conversion of Use
 _____ Bldg. Addition _____ Bldg. Relocation Old _____
 _____ New Outbldg. _____ Sign New _____

6 Building Use _____

7. Residence # of families or housekeeping units the building will accommodate _____

8. Construction Type _____ Cost _____
 Excluding Land

9. Dimensions Floor Sq. Ft. _____ Height from Final Grade _____ Lot Sq. Ft. _____
 Depth of Yard: Front _____ Sides _____ Rear _____
 Off Street Parking Spaces _____
 Sign Dimensions and Square Feet _____

10. Indicate who will do the following tasks: Self Licensed Installer

| | | |
|------------------------------|-------|-------|
| Electric Wiring Installation | _____ | _____ |
| Plumbing Installation | _____ | _____ |
| Gas Installation | _____ | _____ |
| Water Installation | _____ | _____ |
| Sanitary Sewer Installaton | _____ | _____ |

11. Other Permits: Check here for other permits you or the contractor will be requesting

| | | | |
|--------------------------|----------------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Tree & Shrub Planting | <input type="checkbox"/> | Gas Permit & Insp. |
| <input type="checkbox"/> | Excavation & Curb Cut | <input type="checkbox"/> | Plumbing Permit & Insp. |
| <input type="checkbox"/> | Fire Zone (C1, C2, M1, & M2) | <input type="checkbox"/> | Water Permit & Insp. |
| <input type="checkbox"/> | Electric Wiring | <input type="checkbox"/> | Sign Permit |
| <input type="checkbox"/> | Electric Wiring Approval & Insp. | <input type="checkbox"/> | |

| | | | |
|---|--|--------------------|-------------------------------|
| _____ Signature of Applicant | <input type="checkbox"/> <input type="checkbox"/> | Approved Denied | _____ Zoning Administrator |
| Permit Fee _____ (make check payable to City of Tipton) | Date _____ | | |



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CITY OF TIPTON

BUILDING PERMIT APPLICATION SITE PLAN

APPLICANT _____

ADDRESS _____

Please submit below, a sketch plan in support of your building permit application, showing the actual shape and dimensions of the lot on which construction will take place

1. Show street(s), with street name(s), if any, on proper side(s).
2. Show property lines and dimensions of the lot.
3. Show location of main structure (if any) from lot lines.
4. Show location of accessory structure(s) (if any) from the main structure and lot lines.
5. Show location of utility or access easements.
6. Show detail of fence (if any). (Format: x — x — x — x)

A large rectangular area filled with a fine grid of small squares, intended for the applicant to draw a site plan sketch. The grid is approximately 30 units wide by 40 units high.

**CITY OF TIPTON
BUILDING PERMIT INSTRUCTIONS**

The following information is provided to assist the applicant in completing the application form and obtaining the permits required to build within the City of Tipton. All blanks must be completed with the required information, or certified as not applicable by the nature of the project.

All building permits will have a street address. If none currently exists, the Zoning Administrator will assign one.

If the property owner is acting as the general contractor or architect, so indicate. CAUTION: The project may require design and structural specification approval by a State of Iowa Licensed Architect.

Item 6. Write a short description of the intended use of the building or construction project.
Examples: Single-family dwelling, multi-family dwelling, garage, retail store, commercial storage, etc.

Item 8. Write a short description of the type of construction and the estimated value of the finished project, not including the land. *Examples: Floating concrete slab, steel frame and sheeting, concrete basement foundation, wood frame and vinyl siding, asphalt shingle roof, etc.*

Item 11. Other permits or approvals needed must be obtained and signed by the issuing City Official, or you must certify the permit is not required by the nature of the project. Contact City Offices for all permits needed (Office Hours are 7:30 a.m. to 4:30 p.m., M-F)

| ITEM | ISSUED BY |
|-----------------------------------|------------------------------|
| Tree & Shrub Planting | Public Works Director |
| Excavation & Curb Cut | Public Works Director |
| Fire Zone (C1, C2, M1, M2) | Fire Chief |
| Electric Wiring | Electric Superintendent |
| Electric Wiring Approval & Permit | Electric Superintendent |
| Gas Permit & Inspection | Gas Superintendent |
| Plumbing Permit & Inspection | Public Works Director |
| Water Permit & Inspection | Public Works Director |
| Sign Permit | Zoning Administrator |
| Underground Utilities Locate | IOWA ONE CALL (800 292-8989) |

The IOWA ONE CALL registration number is also required on excavation and tree permits. The call is good for 10 working days, but may eliminate conflicts when planning the work. Excavation beginning after 10 days requires a relocate call giving the original locate number.

Any new, change in use, altered, renovated, or relocated building requires a Certificate of Occupancy prior to being occupied. The form required to obtain this certificate is attached for your convenience.

A period of two weeks shall be allowed for inspection of plans before a permit shall be issued. No permit shall be issued until all applicable permits are acquired and approved.

All dimensions shown on the plans relating to the location and size of the building site lot shall be based upon actual survey.

Expiration of the building permit: If the work described in any building permit has not begun within 90 days from the date of issuance, check with the Zoning Administrator on the status of the permit.



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CITY OF TIPTON BUILDING PERMIT APPLICATION SITE PLAN INSTRUCTION SHEET

(Do not use This Form, Use the Form on the back of the Application)

APPLICANT _____

ADDRESS _____

SAMPLE

Please submit below, a sketch plan in support of your building permit application, showing the actual shape and dimensions of the lot on which construction will take place

1. Show street(s), with street name(s), if any, on proper side(s).
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Example:

