

**THE CITY OF VAN METER CONTRACTS WITH VEENSTRA & KIMM, INC. TO REVIEW AND APPROVE ALL APPLICATIONS AND TO PERFORM ALL ON-SITE INSPECTIONS. ONCE THE BUILDING PERMIT APPLICATION IS APPROVED AND DURING CONSTRUCTION CALL 515-225-8000 TO SCHEDULE FOR AN INSPECTION.**

The City of Van Meter requires building permits for building erection, construction, enlargement, alteration, repair, moving, removal, conversion, demolition, as well as for mechanical, and all plumbing work. This would include most remodeling projects – as well as new construction. Call City Hall (515-996-2644) to obtain a building permit application form – the application is filed at City Hall. Upon approval of permit, the applicant will be notified of the appropriate fee based upon the type of construction, size and other variables.

**No permit can be issued until all fees have been paid and no work can commence until the permit is issued.**

#### **Building Permit Process**

- The general contractor/homeowner will come into city hall with building plan/site plan and fill out a permit application (site plans are **mandatory**).
- Clerk will fax form(s) to Veenstra & Kimm, Inc. for plan review.
- Veenstra & Kimm, Inc. will perform plan review and figure permit fee and fax it back to City Hall. Depending upon the project, the fees will vary. Fees that *might* impact your project are: Sewer hook-up fee - \$500, Water hook-up fee - \$600, and/or Mechanical, Plumbing, Electrical, Building permits.
- Veenstra & Kimm, Inc. will send back building permit cost.
- Clerk will notify the general contractor the permit is ready and give cost. **The fee is payable to the City of Van Meter.** At the time of payment, the general contractor has the option of picking up the water meter or having the plumber stop to pick it up. The meter must be set before an under slab plumbing inspection is performed.
- For accessory buildings you must provide the building inspector with the specific height of the building and the materials being used for siding. Siding must match the primary structure.

#### **Required Regular Inspections**

1. Before the footings are poured or placed – to check location on lot
2. After the location of the footings are approved; before the foundations are poured or placed
3. For main utility hook-ups ( water, sewer, sump,)
4. For any under-slab plumbing
5. When the rough framing is completed and prior to applying any interior wall finishes
6. When the plumbing, electrical, and mechanical are roughed in and
7. When the project is completed

Electrical Permits and Inspections are done by the State of Iowa – [lowaelectrical.gov](http://lowaelectrical.gov)

In some instances additional inspections may be required.

#### **Applicant Responsibilities**

Alert the building official when they are ready for required inspections and to allow a reasonable period of time for the official to respond. Generally, an inspection can be scheduled the following day after the inspector has been alerted.

- Call 515-225-8000 to schedule an appointment for inspection. Inspections are available from 6:00 A.M. to 8:00 A.M. and 3:00 P.M. to 5:00 P.M., Monday through Friday.

Should this routine not be followed and work covered prior to inspection and approval the building official may require construction to be removed so the required inspection may be made.

The applicant is responsible to know where the property lines are located not the City of Van Meter or Veenstra & Kimm, Inc.

Veenstra & Kimm, Inc. – 515-225-8000  
Van Meter City Hall – 515-996-2644



**Call Before You Dig!**  
**1-800-292-8989**

Notification service for locating underground

The building or structure is not to be occupied or used until the final inspection has been conducted and Certificate of Occupancy issued by the building official.

By following these guidelines the proper inspections can be assured in a timely manner with no, or minimal, disruption of the work to be completed.

**Van Meter City Ordinance-**

1.04 INDEMNITY. The applicant for any permit or license under this Code of Ordinances, by making such application, assumes and agrees to pay for all injury to or death of any person or persons whomsoever, and all loss of or damage to property whatsoever, including all costs and expenses incident thereto, however arising from or related to, directly, indirectly or remotely, the issuance of the permit or license, or the doing of anything thereunder, or the failure of such applicant, or the agents, employees or servants of such applicant, to abide by or comply with any of the provisions of this Code of Ordinances or the terms and conditions of such permit or license, and such applicant, by making such application, forever agrees to indemnify the City and its officers, agents and employees, and agrees to save them harmless from any and all claims, demands, lawsuits or liability whatsoever for any loss, damage, injury or death, including all costs and expenses incident thereto, by reason of the foregoing. The provisions of this section shall be deemed to be a part of any permit or license issued under this Code of Ordinances or any other ordinance of the City whether expressly recited therein or not.

\*\*Contractor and/or homeowner requesting permit understands that construction vehicles and equipment can cause damage to city streets if the weight is not dispersed properly or if it is too heavy. Contractor and/or homeowner requesting this permit understand that they are fully responsible for any damages done intentionally or unintentionally to city streets or city property, this includes any damage done by the homeowner, the contractors, subcontractors and anyone else that have been given permission by the homeowner and/or contractor to do work on the property.

\*\*The City of Van Meter strongly recommends putting additional (more than what the standard vehicle/equipment comes with) weight dispersing material under any outrigger pads or stabilization pads.

\*\*All city ordinances are to be followed

\*\*All state laws regulating building construction are to be followed

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing I hereby acknowledge that I have read this document and agree to follow the process herein described.**

# CITY OF VAN METER – BUILDING APPLICATION & PERMIT

505 Grant Street P.O. Box 160 Van Meter, IA 50261-0160

**REGULAR INSPECTIONS ARE REQUIRED – CONTACT Veenstra & Kimm at 515-225-8000**

Use Zone	Rec'd By	Date of Application.	Date Issued	Permit No.

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

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 permit process document and I 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 Van Meter 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 \_\_\_\_\_  
 Telephone # \_\_\_\_\_ Cell # (if available) \_\_\_\_\_

PROJECT DESCRIPTION	TO BE FILLED OUT BY CITY PERSONNEL			
<input type="checkbox"/> Commercial _____ <input type="checkbox"/> Industrial _____ <input type="checkbox"/> Single Family _____ <input type="checkbox"/> Duplex _____ <input type="checkbox"/> Multifamily _____	Valuation	Footage		
<input type="checkbox"/> New _____ <input type="checkbox"/> Addition _____ <input type="checkbox"/> Alteration _____ <input type="checkbox"/> Repair _____ <input type="checkbox"/> Moving _____ <input type="checkbox"/> Demolition _____	<b>Permit Type</b>	<b>Permit Fee</b>	<b>Date Paid</b>	<b>Receipt No.</b>
Size _____ Sq/ft _____ Height _____ Stories _____	<b>BUILDING</b> (based on valuation/footage)			
<input type="checkbox"/> Garage Slab _____ <input type="checkbox"/> Attached Garage _____ <input type="checkbox"/> Detached Garage _____ <input type="checkbox"/> Basement _____ <input type="checkbox"/> Finished _____ <input type="checkbox"/> Unfinished _____	<b>ADDITIONAL PERMITS</b>			
<input type="checkbox"/> Sidewalk _____ <input type="checkbox"/> Driveway _____ <input type="checkbox"/> Curb Cut _____ <input type="checkbox"/> Sign Type _____	<input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Occupancy <input type="checkbox"/> Water Hook Up - <input type="checkbox"/> Sewer Hook Up - <input type="checkbox"/> Other			
<b>ATTACH SITE PLAN (mandatory – include lot dimensions, size of proposed structure, existing structures, distance from lot line)</b>	<b>TOTAL</b>			

**DESCRIPTION OF WORK:**

**NO PERMIT CAN BE ISSUED UNTIL ALL FEES HAVE BEEN PAID AND NO WORK CAN COMMENCE UNTIL THE PERMIT IS ISSUED. ALL FEES ARE PAYABLE TO THE CITY OF VAN METER.**

APPROVED BY	DATE
REMARKS	