

310 MILL STREET, PO BOX 160, VAN METER, IA 50261 | Ph: 515-996-2644

TYPE OF PERMIT:  Building  Shed  Deck  Pool  Other

**ATTACH SITE PLAN, DRAWINGS, AND/OR BUILDING PLANS**

JOB SITE		BUILDING SQUARE FOOTAGE	
<b>ADDRESS:</b> _____ <b>NAME:</b> _____ <b>DATE:</b> _____		Level 1 _____ Pool Size _____ Level 2 _____ Deck sqf _____ Finished _____ Garage/Shed _____ Unfinished _____	
PLAT# _____ LOT# _____ DEVELOPMENT NAME: _____ Commercial      Industrial      Public One Family      Two Family      Multi. _____ Property is in a Flood Plain    Yes    No Minimum Elevation MPE _____		<b>DESCRIPTION OF PROJECT:</b>	
Owner	Name _____ Email _____	PDF building plans preferred	
	Address _____ Fax No. _____		
	City _____ Telephone No. _____		
	State/Zip _____ Cell No _____		
Contractor	Name _____ Email _____	<b>PERMIT FEES</b>	
	Address _____ Fax No. _____	Building \$ _____ Trades \$ _____ Approach \$ _____ Water Connect \$ _____ Sewer Connect \$ _____	
	City _____ Telephone No. _____	<b>PROJECT VALUATION</b> \$ _____ <b>TOTAL PERMIT FEE</b> \$ _____	
	State/Zip _____ Cell No _____	<b>ADDITIONAL ACKNOWLEDGEMENTS</b> <ul style="list-style-type: none"> <li>Except as provided by law, where any work has been started prior to obtaining this permit, the regular fee shall be doubled.</li> <li>This permit shall expire if work has not commenced or has been abandoned for 120 days.</li> <li>ALL WORK MUST BE INSPECTED. It is the responsibility of the permittee to call for inspections. No work shall be concealed or covered until approved by the inspector.</li> <li>The permittee acknowledges they are proficient in the performance of the work covered by this permit.</li> <li>Fill out this application and submit with PDF plans to City Hall</li> </ul>	
Architect-Engineer	Name _____ Email _____	_____ <b>DATE:</b> _____	
	Address _____ Fax No. _____	<b>To schedule an inspection, or have any questions please call Veenstra &amp; Kimm at 515-850-2980. Email: BuildingInspection@kleinfelder</b> <b>A 24 hour inspection notice is needed.</b> <input type="checkbox"/> Payment Received Date: _____ Amount: \$ _____ <b>WHEN APPROVED BELOW, THIS BECOMES YOUR PERMIT</b>	
	City _____ Telephone No. _____		
	State/Zip _____ Cell No _____		
<b>OWNER OR AGENT</b> _____			
Sub-Contractors	Company Name: _____ Phone: _____ State Lic. # _____	ISSUED BY: _____ DATE: _____ BUILDING OFFICIAL	
	Company Name: _____ Phone: _____ State Lic. # _____		
	Company Name: _____ Phone: _____ State Lic. # _____		

# BUILDING PERMIT

Address: \_\_\_\_\_

Page 2 of 2

## OFFICIAL USE ONLY

Zoning: \_\_\_\_\_

New Const.    Addition    Change of Occupancy    Repair    Remodel    Demolition

Type of Use: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_

Description of work: \_\_\_\_\_

AREA/Sq ft.	VALUATION	ZONING
1st Floor:	\$	Rear Setback:
2nd Floor:	\$	Front Setback:
3rd Floor:	\$	Side Setback:
Basement:	\$	Side Setback:
Gar/Carport:	\$	# of Req Parking:
Other Structure:	\$	# Handicapped Spots:
Deck Porch	\$	
<b>TOTAL</b>	\$	

BUILDING PERMIT FEES	
Basic Permit Fee:	\$
Plan Review Fee:	\$
M.E.P.s Fee's @ \$100 ea:	\$
Approach Fee:	\$
Sidewalk Fee:	\$
UTILITY FEES	
Sewer Con. Fee:	\$
Sewer Dist, Fee:	\$
Storm Utility Fee:	\$
Water Connect Fee:	\$
Water Meter Fee:	\$
Water Meter Irrigation Fee:	\$
<b>TOTAL FEE:</b>	\$

**Comments:**

# REQUIRED BUILDING INSPECTIONS

## (Residential New Construction)

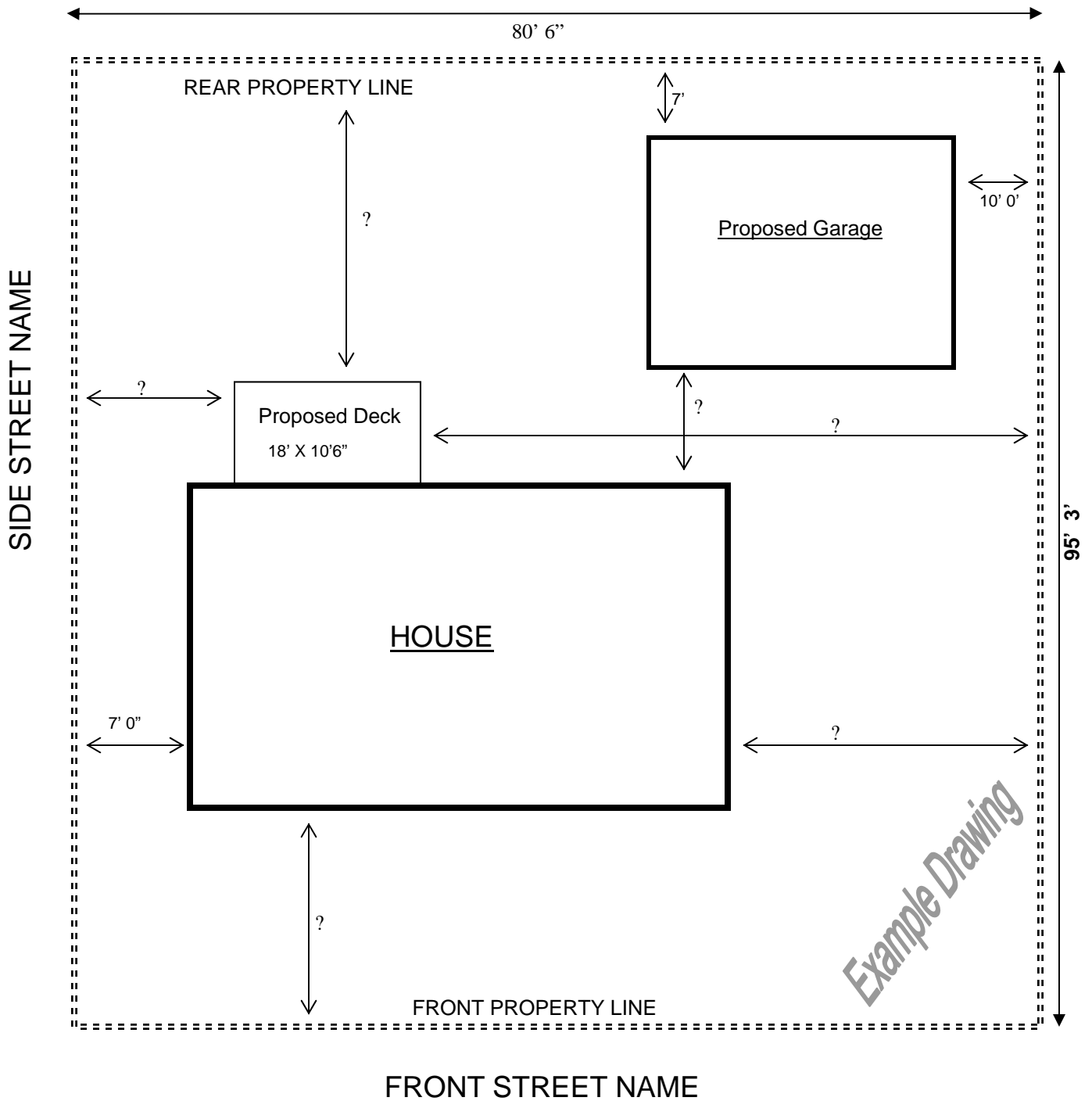
**Veenstra & Kimm Engineering**  
6775 Vista Drive  
West Des Moines, IA 50266-1320  
515 850-2980

- Footings .....Prior to pouring concrete, after forms and rods.
- Footing Walls.....Prior to pouring concrete, non centered uprights tied to center.
- Deck post holes.....Prior to pouring, at least 42" deep.
- Electrical Temp Pole.....No Inspection needed.
- Tar Tile Gravel.....Prior to Backfill (**may be inspected during plumbing ground work**)
- Sewer/Storm/Water.....Drainage pipe with 5ft head, gravel bed, Tracer wire on PEX.
- Groundwork.....5ft head wet test or air test, gravel bed, staked down.
- Plumbing Rough.....Prior to insulation, wet test 10ft head or an air test.
- Electrical Rough.....Prior to insulation, Ground, Panel & Meter box installed
- HVAC Rough.....Prior to insulation
- Framing Rough.....Prior to insulation, after all mechanicals roughed in.\*
- Insulation.....Prior to drywall. **No VK inspection needed if Performance test is done.**  
**(Send us the data before Final please)**
- Sidewalk & Approach.....Prior to pouring concrete, granular compacted gravel. Stop Box cap sleeved with metal.
- Final.....Structure may not be occupied until final inspection and Certificate of Occupancy has been issued.

**Call V&K at 515 850-2980 to schedule an inspection**  
**Inspections are between 8:00 and 4:30pm M-F**

*Temporary **safety railings** are required around open stairwells **before** mechanicals are installed!  
(Portable Toilet posted house numbers and dumpster required on job sites.)*

# Example Site Plan



Site plans shall include distances from all building to all lot lines and distances from building to building.



# SITE PLAN

STREET ADDRESS: \_\_\_\_\_ USE OF BUILDINGS ON LOT \_\_\_\_\_

PROPOSED USE OF NEW IMPROVEMENT \_\_\_\_\_

