

## Permit Review Times

Please expect Safe Building to ***begin*** reviewing a submitted permit within 5 business days of receipt. Safe Building will complete its initial review of submitted permit materials within 3 business days of beginning the review. These lead times result in a total initial review time from receipt of 3-8 business days. Please anticipate this lead time when submitting a permit. If any of the materials listed below are missing or deficient this review period ***will*** be extended.

## Permit Application Requirements

- **All permits require a complete, *signed*, permit application. The permit application is invalid if not signed by the permit applicant.**
- **The *minimum* supporting documents required in addition to the signed permit application are listed below.**
- The signed permit application must be submitted to the City Clerk.
- Required supporting documents may be submitted, preferably, to [office@safebuildingiowa.com](mailto:office@safebuildingiowa.com) or submitted electronically to the City Clerk.

## Required Supporting Documents

- **Site Plan** that includes:
  - setbacks from property lines
  - addition dimensions
  - distance to any existing structures on lot
- **Addition Construction Plan** that includes:
  - room areas
  - wall heights
  - window locations
  - door locations
  - exterior elevations
  - basement finishes (if any)
  - footing locations
  - footing sizes (depth & size)
  - foundation system (basement, crawlspace)
  - floor system details
  - wall system details
  - roof system details
  - proposed insulation
    - insulation in additions must meet the 2012 Iowa Energy Code prescriptive path requirements