

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 in the next column.**
- **All permit applications should include contact information for the permit applicant. Contact information includes phone number and e-mail address if available.**
- The signed permit application must be submitted to the City Clerk.
- All required documents may be submitted electronically to the City Clerk.

Required Supporting Documents

- **Site Plan** that includes:
 - setbacks from property lines
 - lot dimensions
 - house dimensions
- **House Plans** that include:
 - room areas
 - wall heights
 - window locations
 - door locations
 - exterior elevations
 - basement finishes (if any)
 - deck size (if any)
 - deck roof size (if any)
- **Mechanical System Design Documents**
 - ACCA manuals J, S, and D
 - a complete Residential Plans Examiner Review Form facilitates prompt review of these documents
- **2012 Iowa Energy Code** compliance path documentation
 - **Indicate one of the three paths chosen:**
 - Prescriptive: required insulation levels should be shown on house plans
 - UA alternative: RESCheck analysis
 - Performance: HERS rater pre-construction analysis