



**CITY OF DALLAS CENTER
BUILDING APPLICATION AND PERMIT**
1502 Walnut Street, 515-992-3725

<i>Date of Application</i>	<i>Rec'd By</i>	<i>Date Issued</i>	<i>Permit No.</i>
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Applicant to fill in the below information in the bold area. City personnel will fill out the area in italic.

Job Address:

Owner	Address	Zip	Phone
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Contractor	Address	Zip	Phone
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Description of Work:	Zoning:
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ATTACH SITE PLAN (SEE EXAMPLE), DRAWINGS, AND/OR BUILDING PLAN (2 COPIES)

I hereby acknowledge that I have read this application and state that the above is correct. I agree to comply with all city ordinances and state laws regulating building construction. I further agree and understand that the City of Dallas Center 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 improvements. 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. It is the property owner's responsibility to determine their own property line and to assure improvements are built in compliance with this application.

Additional Acknowledgements:

- Except as provided by law, where any work has been started prior to obtaining this permit, the regular fee shall be doubled.
- This permit shall expire if work has not commenced or has been abandoned for 120 days. A new permit will be required.
- Permit expires if work has not been substantially completed within two (2) years of issuance.
- **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.
- The permittee acknowledges they are proficient in the performance of the work covered by this permit.
- Any questions as to code requirements or practices shall be resolved prior to initiation of the project.
- As of January 1, 2016 all electrical work must be inspected by the City's inspector.

FILLED OUT BY CITY PERSONNEL

<i>VALUATION</i>	<i>SQ FOOTAGE</i>
	<i>FEE</i>
<i>BUILDING</i>	
<i>ZONING</i>	
<i>ELEC/PLUMBING/HVAC/MECH</i>	
<i>WASS CONNECT</i>	
<i>SEWER CONNECT</i>	
<i>WATER CONNECT</i>	
<i>DRIVEWAY (Separate permit)</i>	
<i>UTILITY/METER DEPOSIT</i>	
TOTAL	

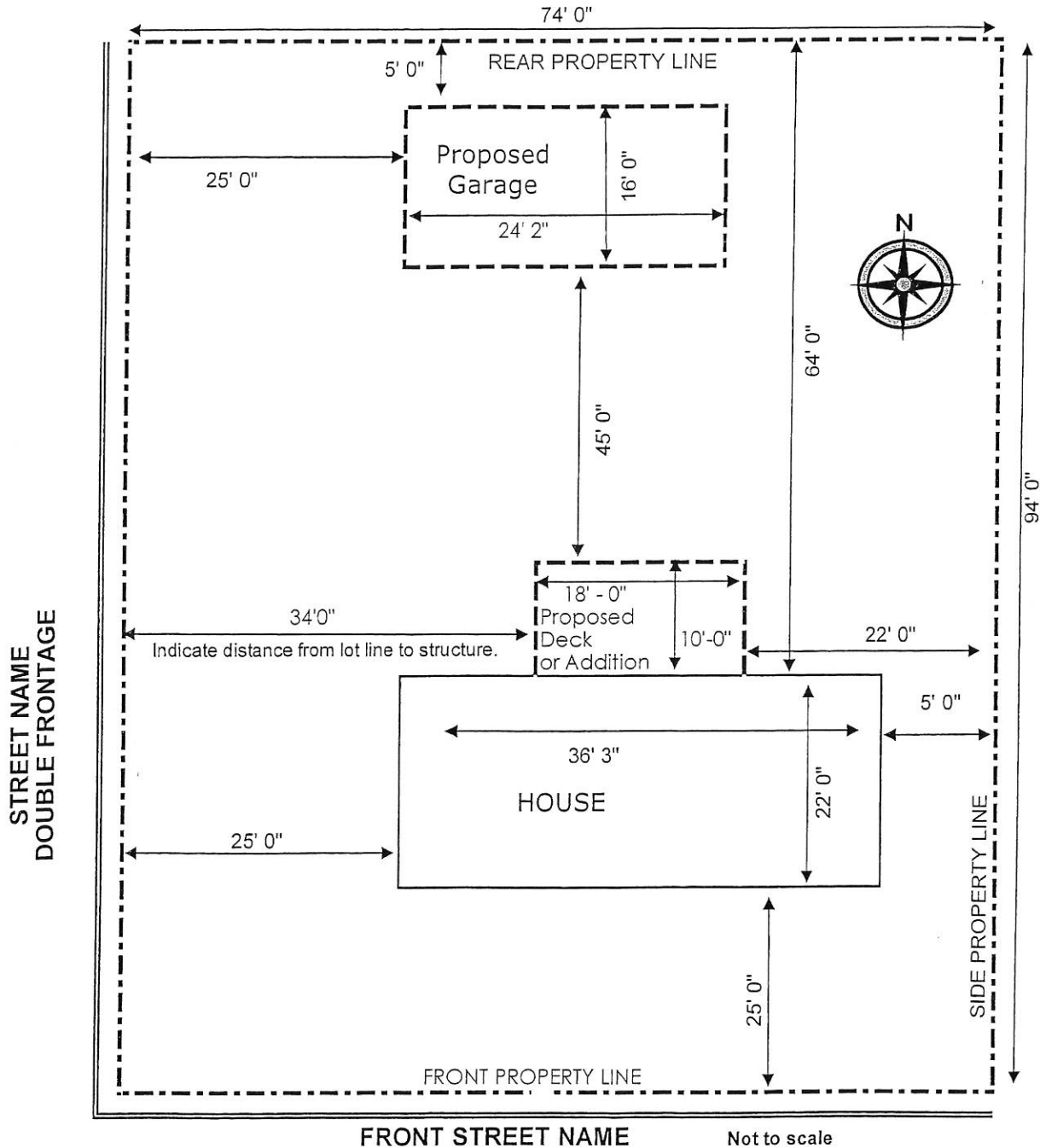
Applicant Signature	Date
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WHEN APPROVED BELOW THIS BECOMES YOUR PERMIT

**REGULAR INSPECTIONS ARE REQUIRED-CONTACT THE CITY'S BUILDING INSPECTOR
AT 515-225-8000**

<i>APPROVED BY:</i>	<i>DATE:</i>
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Site plan example



Site Plan Example - Typical information required for residential projects.

1. Draw lot, show lot measurements. Note the curbline is NOT the front property line.
2. Show all existing and proposed structures.
3. Show dimensions of all structures.
4. Show distance between all structures.
5. Show distance between all structures and adjoining property line or street.
6. Show existing driveway and any changes proposed to driveway.
7. Label adjacent streets.

Note: This is a hypothetical illustration to show how to document required information. All dimensional requirements must be verified in the zoning ordinance. Additional information may also be required.

Required Building Inspections – New Construction
Call Veenstra & Kimm at 515-225-8000 to schedule an inspection
Inspections are between 8:00 AM and 4:30 PM Monday-Friday

Footings	Prior to pouring concrete, after forms and rods
Footing Walls	Prior to pouring concrete, non-centered uprights tied to center
Electrical Temp Pole	After pole in place, ground rod and GFCI's installed
Tar Tile Gravel	Prior to backfill (may be done with plumbing ground work)
Sewer/Storm/Water	Drainage pipe with 10ft head, gravel, bed, tracer wire on Pex
Groundwork	10ft head wet test or air test, gravel bed, staked down
Shear Wall Nails	Inspect before house wrap, every 3", #8s straps on headers
Plumbing Rough	Prior to insulation, wet test 10ft head or an air test
Electrical Rough	Prior to insulation (electrical released to power company after)
HVAC Rough	Prior to insulation
Framing Rough	Prior to insulation, after all mechanicals roughed in
Insulation	Prior to drywall
Sidewalk & Approach	Prior to pouring concrete, granular compacted gravel, stop box sleeved (see SUDAS)
Final	Structure may not be occupied until final inspection and Certificate of Occupancy has been issued

*Temporary **safety railings** are required around open stairwells **before** mechanicals are installed!*

General Building Permit Requirements

Accessory Building Requirements (i.e. detached garages)

Ordinance Section Regulating Accessory Buildings 165.24

*Detached garages with an overall area of 720 square feet or less do not require frost footings and can be placed on a concrete slab. The slab must be a minimum of four (4) inches thick. It is recommended that the outer perimeter edge be thickened to eight (8) inches for better support and durability.

- Front: No accessory structure can be located in the front yard or within a street side yard.
- Side: Accessory buildings may be located a minimum of three (3) from the side lot line of the property if it is located between the rear building line of the principal building and the rear property line.
- Rear: The minimum rear yard setback for accessory buildings shall be three (3) feet.
- No accessory building shall exceed 750 square feet
- Detached garages shall not exceed 30% of the building coverage of the back lot.
- The maximum height for a garage shall be fifteen (15) feet.
- No accessory building shall be placed within five (5) feet of any other building.