

**BUILDING PERMIT & SITE
PLAN SUBMITTAL REQUIREMENTS**
Codes & Design Criteria:

2009 International Residential & Commercial Code
2009 International Energy Conservation Code (State Adopted)
2014 SUDAS Design & Specifications Manual
Frost Depth- 42" Wind Speed - 90 mph
Ground Snow Load- 30 lb. (24 lb. roof snow load)



**THE FOLLOWING INFORMATION SHALL BE PROVIDED FOR THE PLAN
REVIEW AND PERMIT APPROVAL PROCESS:**

1. COMPLETED BUILDING PERMIT APPLICATION

2. ONE SET of BUILDING / STRUCTURAL PLANS, with exterior elevations, wall section details, and a basic floor plan with all rooms or spaces labeled (maximum plan size 24"x 36" or larger size is acceptable if an additional "half size" set is also submitted).

- If the building contains a firewall, details and sections shall be provided to show the construction of such walls.
- If a sprinkler system is required for the project, approval is required from the Knoxville Fire Department and a set of sprinkler plans must be submitted to the Fire Department.

3. SITE PLAN showing all building setback dimensions and easements. 8-1/2" x 11" site plan size is preferred (Maximum site plan size is 11"x 14")

4. CONSTRUCTION SITE EROSION AND SEDIMENT CONTROL

ACKNOWLEDGEMENT FORM. This form establishes responsibility and contact information for project erosion control.

5. RESIDENTIAL ENERGY CODE WORKSHEET: Complete the Residential Energy Code Work Sheet and provide documentation for the selected compliance option. (*REScheck Prescriptive or Trade-off approach, COMcheck for commercial projects*)

ADDITIONAL INFORMATION:

- **SEPARATE ELECTRIC & PLUMBING PERMITS** shall be required for each address.
- **FIRE SPRINKLER SYSTEM:** Single and two family homes are not required to have sprinkler systems when one of the options under Municipal Code Section 8-3-3(B) is met.

- **RESTRICTIVE COVENANTS & PROPERTY LINES:** Confirming restrictive covenants and property line location is the owner/contractor's responsibility.
- **FLOOD PLAIN:** If this project is not located in an approved City plat, documentation from a licensed engineer may be required to determine if the site is located in the flood plain and/or requires certified minimum floor and opening elevations.

6. EXPIRATION OF BUILDING PERMIT: If the work described in any approved building permit has not begun within ninety (90) days from the date of issuance thereof, said permit shall expire; it shall be cancelled by the administrative official, and written notice thereof, shall be given to the persons affected. Expiration Of Permit: If the work described in any building permit has not been substantially completed within two (2) years of the date of issuance thereof, said permit shall expire and be cancelled by the administrative official, and written notice thereof shall be given to the persons affected, together with notice that further work as described in the cancelled permit shall not proceed unless and until a new building permit has been obtained.

All contractors, subcontractors and/or property owners must call Iowa One Call (1-800-292-8989) notification system before any excavation takes place.

All contractors need to be registered with the State of Iowa Division of Labor. (800) 562-4692

For all other questions and inquiries regarding building, fire, zoning and other codes, please contact:

City of Knoxville

305 S. Third Street
Knoxville, Iowa 50138
641-828-0550
www.knoxvilleia.gov

For Building Code inquiries:

Craig Greene, Building Inspector
Planning & Zoning Department
641-828-0550, ext. 5
E-mail cgreene@knoxvilleia.gov

For Fire Code inquiries:

Jim Mitchell, Fire Chief
Knoxville Fire Department
641-828-0586
firechief@knoxvilleia.gov

City of Knoxville
Building Permit Application
Incomplete applications and plan submittal packets
will not be accepted.



Project Address: _____, Knoxville, Iowa 50138

Current Zoning: _____

Description of Project:

Est. total project valuation (excluding land costs on new projects): \$ _____
Includes cost of labor and materials

Single Family project square footage: Main and second level: _____
Deck: _____ Basement finished area: _____
Seasonal porch: _____ Basement unfinished area: _____
Screened & covered porch: _____ Garage: _____

Commercial & Multifamily square footage:
Project: _____ Total shell building (if applicable): _____

Property Owner: _____
Email: _____
Address _____
City/State/Zip _____
Business Phone _____ Mobile _____

Contractor: _____
Email: _____
Address _____
City/State/Zip _____
Business Phone _____ Mobile _____
Fax _____
(If applicable)

Design Architect/Engineer (Name & Firm): _____
Email: _____
Address _____
City/State/Zip _____
Business Phone _____ Mobile _____
Fax _____

Statement of Lot Line Location

I, _____ do hereby state that all property lines have been located by myself or by a legal surveyor for the proposed building located at _____, so the Building Official can verify the measurements that have been submitted on this building permit form comply with all zoning and setback requirements.

Signature _____ Date _____

Applicants, owners and contractors submitting this application agree to comply with all City ordinances, and state and federal laws regulating building construction, accessibility and energy.

Separate permits are required for electrical, driveways, plumbing, fences and signs.

Permits become null and void if authorized work is not started within 90 days, or stops for 180 days.

Confirming restrictive covenants & property line location is the applicant, owner and contractor's responsibility.

(Office use only)

Received by: _____ Date: _____

Reviewed by: _____ Date: _____

City calculated valuation: \$ _____

Permit Fee: \$ _____ Date: _____

Permit #: _____

Site Plan – Required

All applicants must show the following –

The proposed alteration or addition.

Address including street names.

Property lines and dimensions.

Setbacks: the distance from the property lines to the proposed alterations or additional structures.

North directional arrow.

Address: _____

