

BUILDING PERMIT & SITE PLAN SUBMITTAL REQUIREMENTS

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” and PDF file 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 ELECTRICAL & 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 Zoning Code inquiries:

Nathan Parch, Planning & Zoning Administrator
Planning & Zoning Department
641-205-1206
Email: nparch@knoxvilleia.gov

For Building Code inquiries:

Veenstra & Kimm
515-850-2980
Email: buildinginspection@v-k.net

For Fire Code inquiries:

Cal Wyman, Fire Chief
Knoxville Fire Department
641-828-0586
Email: 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:

Height of Structure: _____

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: _____ Shed: _____

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 _____

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

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, plumbing, sidewalks, driveways, signs and fences

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.

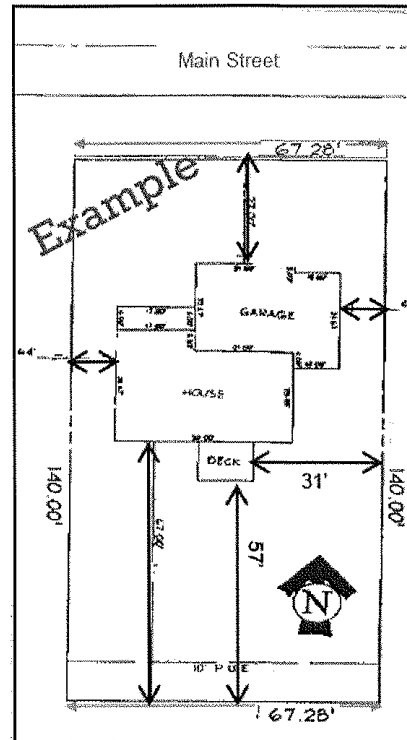
Address including street names.

Property lines and dimensions.

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

North directional arrow.

Address: _____



Construction Site Erosion and Sediment Control Acknowledgement Form



Project Address: _____

Description of Project: _____

Owner: _____

Phone Number: _____

General Contractor: _____

Phone Number: _____

Fax Number: _____

E-mail address: _____

**Erosion Control Contractor
(If different than General):** _____

Phone Number: _____

NPDES Permit No. (if known): _____

I acknowledge responsibility for construction site erosion & sediment control for this project:

Company Name: _____

Print Name: _____

Signature: _____

Residential Energy Code Worksheet

(1 & 2 family dwellings and townhomes only)



Project Address: _____
Builder: _____
Phone: _____
Fax: _____
Email: _____

Design Conditions: Climate Zone 5 International Energy Conservation Code, 2012:

The International Energy Conservation Code, 2012 edition, is the residential energy code for the state of Iowa, as amended, applicable to residential construction of three or fewer stories.

Select (x) only one option for compliance:

Option #1, Software Report (REScheck™)

Prescriptive Approach

Attach REScheck™ report to this worksheet. REScheck™ software can be downloaded for free or a web-based version can be used. REScheck™ is located at the Department of Energy's home page at www.energycodes.gov/rescheck.

Option #2, Software Report (REScheck™)

Trade-off Approach

Attach REScheck™ report to this worksheet. REScheck™ software can be downloaded for free or a web-based version can be used. REScheck™ is located at the Department of Energy's home page at www.energycodes.gov/rescheck.

Option #3, Approved above Code Programs (Energy Star® or similar)

Attach supporting information clearly documenting that the proposed design or energy program meets or exceeds the requirements of the 2012 International Energy Conservation Code, including the name and contact phone number of the responsible party or company.

If full compliance will not be documented until the project is complete, the submittal information shall also include acknowledgment that compliance certification shall be forwarded before a final inspection will be scheduled. No temporary or final occupancy will be approved without compliance certification.

The proposed building represented in these documents is consistent with the building plans, specifications, and other calculations submitted with the permit application. The building has been designed to meet the requirements of the 2012 International Energy Conservation Code adopted by the State of Iowa.

Builder/Designer _____ Date _____

City of Knoxville
Permit Fee Estimator
 (For Building Permit Applications)



This form does NOT need to be completed for permit submittal.

Calculations provide an ESTIMATE ONLY. The actual fee will be determined by the Building Official based on calculated or actual valuation, whichever is greater. All fees due the City for permits shall be collected by the Planning & Zoning Department and paid to the City of Knoxville. No building permits shall be issued to any person or company who has fees outstanding, or outstanding violations of the Building Code or any laws or ordinances of the City of Knoxville.

Project Address & Description:

Name & contact phone number:

Total project valuation: \$ _____

Total Square Footage of Project _____

Use the following table to determine the building permit fee, which is part of the total fee estimate:

Project Valuation Table Fee

Project Valuation	Base Fee	Incremental Fee
\$1.00 to \$500	\$20.00	
\$501 to \$2,000	\$20.00	first \$500
	\$2.00	per \$100 there after
\$2,001 to \$25,000	\$50.00	first \$2,000
	\$8.00	per \$1,000 there after
\$25,001 to \$50,000	\$218.00	first \$25,000

	\$6.50	per \$1,000 there after
\$50,001 to \$100,000	\$339.00	first \$50,000
	\$3.50	per \$1,000 there after
\$100,001 to \$500,000	\$487.00	first \$100,000
	\$3.00	per \$1,000 there after
\$500,001 and up	\$2,650.00	first \$500,000
	\$2.00	per \$1,000 there after

BUILDING PERMIT FEE (from table above): ----- \$ _____
(\$100 Non-Issuance Fee for work without permit required: Y / N):----- \$ _____

PLAN REVIEW FEE (equal to **50%** of the building permit fee): ----- \$ _____
 (All plan review fees apply to new residential, commercial and multifamily)

ENGINEERING & PLAN REVIEW based on of add'l reviews required: --- \$ _____

SEWER TAP FEE (\$225 per connection): ----- \$ _____
SEWER INSPECTION FEE (\$100 per inspection when new tap is required):\$ _____

SIDEWALK/DRIVEWAY FEE (\$30.00 when required): ----- \$ _____

Other Fees as necessary ----- \$ _____

CERTIFICATE OF OCCUPANCY (Provided Upon Final Inspection)

***ESTIMATED FEE (DO NOT SUBMIT UNTIL CONFIRMED)** ----- \$ _____

- * Additional fees may apply for Temporary Occupancy Permits on incomplete projects.
- * Additional fees will apply for Electrical and Plumbing permits.
- * Contact Knoxville Water Works at 641-828-0557 for fee and connection costs.

Office Use Only
 Total project valuation:
 Cost per sq. ft. _____x
 Project sq. ft. _____
 Valuation \$ _____

CALCULATED FEE
 \$ _____
 By _____
 Date _____