



**CITY OF ANAMOSA**  
**APPLICATION FOR CONSTRUCTION/DEVELOPMENT PERMIT**  
**INSTRUCTIONS AND INFORMATION**

RESIDENTIAL DEVELOPMENT PERMIT FEES			COMMERCIAL/INDUSTRIAL DEVELOPMENT PERMIT FEES		
1.	ADDITIONS OR STRUCTURAL ALTERATIONS	\$50.00	1.	ADDITION OR ALTERATION	\$50.00
2.	ACCESSORY BUILDING	\$50.00	2.	ACCESSORY BUILDING	\$50.00
3.	NEW SINGLE FAMILY RESIDENCE	\$150.00	3.	NEW CONSTRUCTION < \$100,000	\$100.00
4.	DUPLEX	\$150.00	4.	NEW CONSTRUCTION (\$100,000 - \$499,000)	\$200.00
5.	MULTI-FAMILY	\$150.00		NEW CONSTRUCTION (> \$500,000)	\$500.00

**Permit Process:**

- 1) **Locate Property Pins** - *It is the responsibility of the property owner to identify, locate and mark the actual property corners prior to application being submitted for consideration. The lot lines are the horizontal and vertical lines between the corners of the property from which the setbacks are measured.*
- 2) **Stake out structure and property lines** - When the application is submitted for consideration, employees from the City of Anamosa will visit the lot and measure the setbacks. When the application is submitted and prior to the employees visiting the lot, the applicant will stake out the structure showing the perimeters of the structure and how it will lay on the lot. This will allow for the measurement of the structure to the lot lines.
- 3) **Building Permit Issued** - If proposed structure is in compliance with zoning regulations a Building Permit will be issued. This permit must be on site during construction and placed so it is visible to the public. Building Permits are valid for one year from date of issuance with work to begin within six months of issuance. **No construction shall begin before the permit is issued.**
- 4) **Initial Inspection** - Once the forms are in place for the footings, City Hall must be contacted to confirm the setbacks are still in compliance. **Failure to contact City Hall for initial inspection will result in a fine of \$500.00.**
- 5) **Final Inspection** - Once the structure is completed City Hall must be contacted and someone from the City will again measure to insure setbacks are still in compliance. Verification of the completed structures setbacks will be compared to those in the application and the zoning requirements. If at this point everything is in compliance a Certificate of Occupancy shall be issued and the structure may then be used for its intended purpose. **A Certificate of occupancy is required prior to the structure being occupied or used.**

Non-compliance of zoning regulations could cause delays, work could be ordered to stop, construction that has been completed could be ordered to be removed and in addition to this, fines could be levied. ***BE SURE ALL PROJECTS ARE IN COMPLIANCE BEFORE STARTING.***

**Sub-Divisions/New Developments:** It is the responsibility of the applicant to comply with the covenants of the development. The City is not responsible for ensuring compliance of those regulations.

**\* WATER AND/OR SEWER PERMIT MUST BE SUBMITTED PRIOR TO CONSTRUCTION IF:**

1. Any location changes of the current service lines or meters
2. Any changes that would require additional water or sewer use
3. Additional building requiring water and/or sewer service
4. Removal of buildings

**INSTRUCTIONS FOR COMPLETING DEVELOPMENT PERMIT APPLICATION:**

**It is the responsibility of the property owner to identify, locate and mark the actual property lines prior to application being submitted for consideration.**

**Section I:**

Applicant shall fill in information requested. If the owner of the property is different than the applicant, property owner shall sign **Item F** and property owner's phone number listed.

**Section II:**

The legal description of the property that the proposed structure is to be located on shall be entered in Item G along with the address for the designated property. This information can be obtained from the Court House.

**Section III:**

**A DRAWING OF THE PROPOSED STRUCTURE AS IT WILL BE LOCATED ON THE LOT SHALL BE MADE ON THE SHEET PROVIDED.**

ITEM I	Give the dimensions of the lot for the proposed structure.
ITEM J	Give the square footage of the lot.
ITEM K	If addition/alteration is attached to existing structure, this would be the distance from the existing structure to the front lot line. Or if the improvement is detached then it would be the distance from the proposed new structure or improvement to the front lot line.
ITEM L	Same as "K" except to the <b><i>SIDE LOT LINE.</i></b>
ITEM M	Same as "K" except to the <b><i>REAR LOT LINE.</i></b>
ITEM N	List the height of the new structure or addition from ground level to highest point
ITEM O	List square footage of structure or addition/alteration by floor levels.
ITEM P	Will there be off street parking? Is it required under the zoning established or requested?
ITEM Q	Will there be an off street loading area? Is it required?
ITEM R	Describe the type of structure or addition/alteration that will be covered by this permit application. Be specific.
ITEM S	State the cost of construction for this project.
ITEMS T, U & V	Main (General) contractor; name, address and phone number. The State of Iowa requires all contractors to be registered with the State of Iowa. No permit will be issued without a Contractor's number. Please enter Contractor's number. If applicant is doing own work and no contractor is hired, permit number is not required.

- **INFORMATION NOTE:** When the applicant is measuring to determine if there is sufficient room for the proposed structure, the applicant should measure from the foundation wall to the property line. If there are any projections beyond 24" from the foundation wall of the structure then they should be the points at which the measurements for the setbacks are taken. **APPLICANT AND CONTRACTOR SHOULD BE AWARE OF THIS. IF A PROJECTION OVER 24" EXTENDS INTO THE SETBACK THE PROJECTION SHALL BE REDUCED TO COMPLY WITH THE SETBACK REQUIREMENTS. (PROJECTIONS CAN BE WINDOWS, OVERHANGS, CHIMNEY STACKS, ETC.) FOR PORCHES CHECK WITH CITY HALL FOR ORDINANCE REQUIREMENTS.**

Sections IV & V shall be completed by the Zoning Administrator and/or the Secretary to the Zoning Board of Adjustment. If it becomes necessary to file for a SPECIAL EXCEPTION, VARIANCE OR AN APPEAL there is a \$100.00 fee that shall be paid upon filing.

When applicant applies for a SPECIAL EXCEPTION, VARIANCE OR AN APPEAL the applicant shall submit a letter outlining, in detail, the request or appeal that is being made before the Zoning Board of Adjustment.

***IF THERE ARE ANY QUESTIONS WITH REGARD TO THIS APPLICATION PLEASE CONTACT CITY HALL AT (319) 462-6055.***

- ***DO NOT START ANY CONSTRUCTION PRIOR TO RECEIVING A DEVELOPMENT PERMIT.***
- ***DO NOT OCCUPY OR USE THE STRUCTURE UNTIL YOU HAVE RECEIVED A CERTIFICATE OF OCCUPANCY.***

# **CITY OF ANAMOSA CONSTRUCTION/DEVELOPMENT PERMIT APPLICATION**

**PERMIT #** \_\_\_\_\_

**I.) GENERAL INFORMATION**

- A.) DATE \_\_\_\_\_
- B.) NAME OF APPLICANT(S): \_\_\_\_\_ C.) PHONE NUMBER \_\_\_\_\_
- D.) ADDRESS OF APPLICANT: \_\_\_\_\_
- E.) SIGNATURE OF APPLICANT: \_\_\_\_\_
- F.) SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_  
(If different from applicant)

**II.) SITE INFORMATION**

- G.) STRUCTURE LOCATION (ADDRESS, BLOCK, LOT AND SUBDIVISION) \_\_\_\_\_  
\_\_\_\_\_
- H.) ZONING DISTRICT: \_\_\_\_\_

**III.) CONSTRUCTION INFORMATION**

- I.) LOT DIMENSIONS: \_\_\_\_\_ J.) LOT AREA: \_\_\_\_\_

***PROPOSED SETBACKS: (Measurements from property lines)***

- K.) FRONT YARD \_\_\_\_\_ L.) SIDE YARD 1.) \_\_\_\_\_ 2.) \_\_\_\_\_ M.) REAR YARD \_\_\_\_\_
- N.) HEIGHT OF STRUCTURE / ADDITION: \_\_\_\_\_
- O.) SQUARE FOOTAGE OF STRUCTURE/ADDITION: FIRST FLOOR \_\_\_\_\_ SECOND FLOOR \_\_\_\_\_
- P.) OFF-STREET PARKING \_\_\_\_\_ Q.) OFF-STREET LOADING \_\_\_\_\_
- R.) CONSTRUCTION DETAILS:  
  - TYPE OF STRUCTURE: \_\_\_\_\_
  - TYPE OF FOUNDATION: \_\_\_\_\_
  - MATERIALS TO BE USED: \_\_\_\_\_
- S.) COST OF CONSTRUCTION: \_\_\_\_\_
- T.) CONTRACTOR'S NAME: \_\_\_\_\_
- U.) CONTRACTOR'S ADDRESS: \_\_\_\_\_ V.) PHONE NUMBER \_\_\_\_\_

**THE STATE OF IOWA REQUIRES ALL CONTRACTORS TO BE REGISTERED WITH THE STATE OF IOWA.**

CONTRACTOR'S REGISTRATION NUMBER: \_\_\_\_\_ ATTACH COPY TO APPLICATION

**!ATTACH A DRAWING OF THE LOCATION OF THE STRUCTURE TO THIS APPLICATION!**

**STATEMENT OF UNDERSTANDING  
LOT LINE LOCATIONS**

I, \_\_\_\_\_ DO HEREBY STATE THAT I HAVE READ THE BUILDING PERMIT APPLICATION AND UNDERSTAND MY RESPONSIBILITIES AND ALL PROPERTY LINES HAVE BEEN LOCATED BY MYSELF OR BY A LEGAL SURVEYOR FOR THE PROPOSED CONSTRUCTION LOCATED AT \_\_\_\_\_, SO THE ZONING OFFICIAL CAN VERIFY THE MEASUREMENTS THAT I HAVE SUBMITTED ON THIS BUILDING PERMIT FORM AS TO THE SETBACK REQUIREMENTS.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**IV.) ZONING ADMINISTRATOR**

1.) DOES PROPOSED CONSTRUCTION AND USE OF SAME COMPLY WITH ZONING ORDINANCE? \_\_\_\_\_

IF NO, EXPLAIN; \_\_\_\_\_

A DEVELOPMENT PERMIT IS HEREBY; GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

IF DENIED, EXPLAIN; \_\_\_\_\_

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

**V.) SPECIAL EXCEPTION, VARIANCE OR APPEAL (TO BE COMPLETED BY ZONING ADMINISTRATOR)**

IS SPECIAL EXCEPTION OR VARIANCE REQUIRED \_\_\_\_\_ DESCRIBE \_\_\_\_\_

**ZONING BOARD OF ADJUSTMENT (TO BE COMPLETED BY THE SECRETARY OF THE ZONING BOARD OF ADJUSTMENT)**

DATE OF MEETING \_\_\_\_\_ PURPOSE: SPECIAL EXCEPTION \_\_\_\_\_ VARIANCE \_\_\_\_\_ APPEAL \_\_\_\_\_

ACTION TAKEN: APPROVING \_\_\_\_\_ DENYING \_\_\_\_\_ EXPLANATION OF ACTION TAKEN: \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
(CHAIRPERSON, ZONING BOARD OF ADJUSTMENT)

**OFFICE USE ONLY: FEE AMOUNT \_\_\_\_\_ FEE PAID \_\_\_\_\_ RECEIPT NUMBER \_\_\_\_\_**  
**CLERK \_\_\_\_\_**