

CITY OF MADRID

304 S. WATER ST.
Phone 515-795-3930

BUILDING PERMIT & APPLICATION PERMIT

Use Zone	Rec'd By	Date of Appt.	Date Issued	Permit No.
		Applicant fill heavy outlined area only		

Name Architect/Engineer	Bldg. Address
Address	Lot No.
City Phone #	Addition
State Lic. No.	Lot Size No. of Buildings on Lot
Name Contractor	Name Owner
Address	Mailing Address
City Phone #	City Phone #

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. I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all city ordinances and state laws regulating building construction. I further agree and understand that the City of Madrid 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 improvement.

Signature of Owner of Authorized Agent

Date

PROJECT DESCRIPTION

TO BE FILLED OUT BY CITY PERSONNEL

Commercial _____ Industrial _____ Single Family _____	Valuation	Footage	
Duplex _____ Multifamily _____		PERMIT FEE	DATE PAID RECIPT #
New _____ Addition _____ Alteration _____			
Demolition _____			
Size _____ Sq/ft _____	BUILDING		
Height _____ Stories _____			
Attached Garage _____ Detached Garage _____	CITY FEES		
Basement _____ Finished _____ Unfinished _____	OTHER		
Description of Work	TOTAL		

ATTACH SITE PLAN & BUILDING PLAN

Work must commence within 180 Days of the date of the permit and cannot be interrupted for over 180 days during this project, or a new permit must be obtained.

**REGULAR INSPECTIONS ARE REQUIRED CONTACT:
SAFE BUILDING 1-866-986-5400 TOLL FREE**

WHEN APPROVED BY THE CITY BUILDING DEPT. BELOW THIS BECOMES YOUR PERMIT

APPROVED BY	DATE
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REMARKS

Building Permit Application & Inspection Procedure

All new construction, remodels, additions, enlargements, repair, moving, removal, conversion, demolition, and alterations require a building permit. This includes all plumbing, electrical, and mechanical work, as well as decks, fences, signs, and sheds (over 120 sq ft.).

The application for a building permit **must be filled out completely** including complete contact information and must include the following:

- A scaleable set of building plans.
- Site plans that include property lines, existing structures, location of existing structures with measurements to property lines and other structures and location of proposed building or structure.
- Description of work to be performed.

All work must conform to the applicable building code and/or City Ordinances.

Work must not commence until all associated fees are paid and an approved building permit issued. A pre-construction conference with the building official may be required prior to the issuance of the permit.

When all requirements have been met, a permit will be issued within 3 business days in most instances. A permit is valid for 1 year and work must commence within 180 days from date of issuance.

Required Inspections: (some circumstances may require additional inspections)

INSPECTION	NOTES
Footing	Prior to pouring concrete
Foundation	Prior to pouring concrete
Sewer/Water/Storm	According to City specifications
Groundwork Plumbing	Wet test required, weather permitting
Plumbing	Prior to interior wall finish. Wet test required, weather permitting
Electrical	Prior to interior wall finish
Mechanical	Prior to interior wall finish
Framing	Prior to interior wall finish
Sidewalk/Approach	
Final	No structure may be occupied until a Certificate of Occupancy is issued

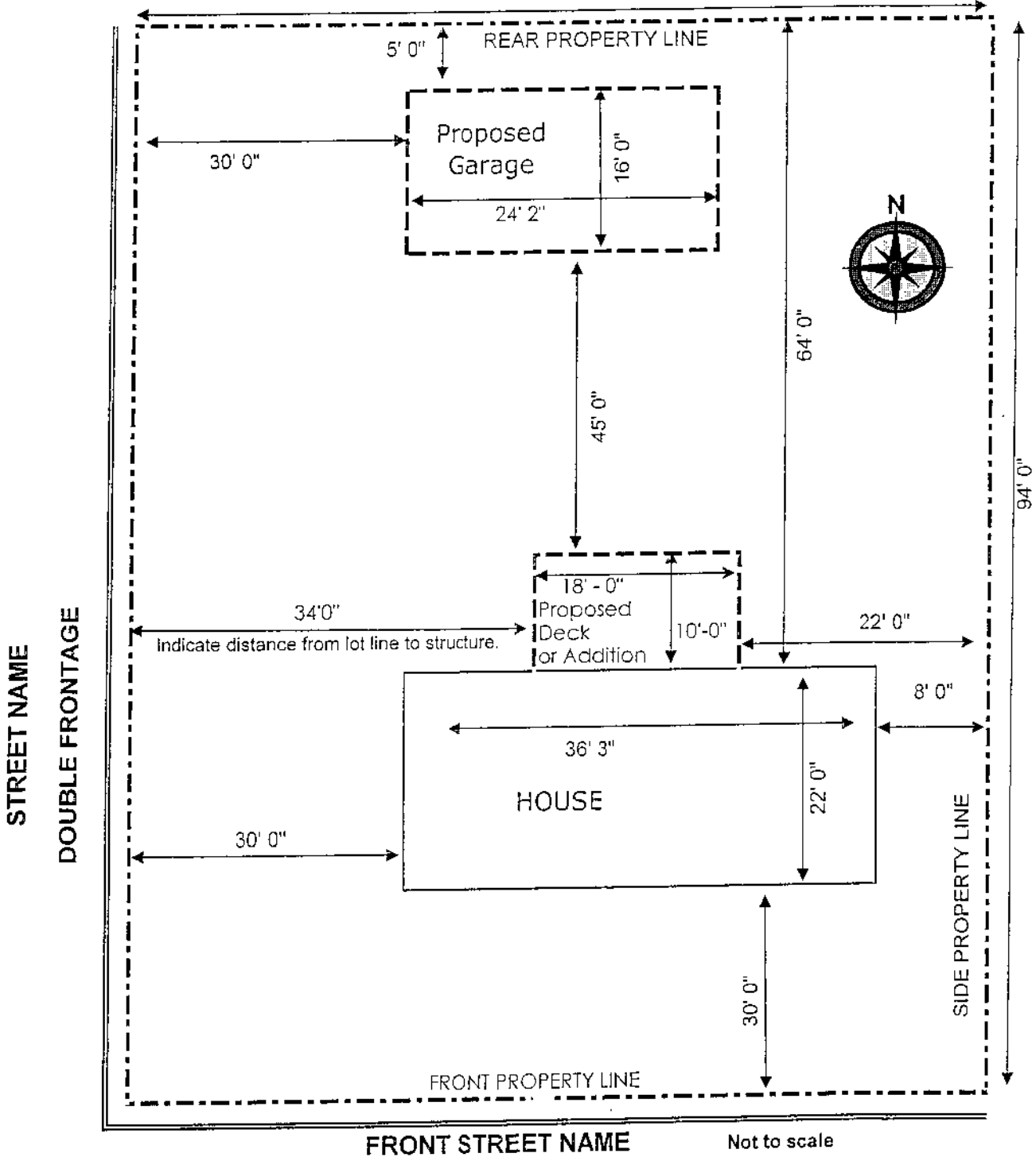
Work must not be completed beyond the point indicated in each inspection without first obtaining the approval of the building inspector. Any portions that do not comply must be corrected and not covered or concealed until authorized. The building inspector can require construction to be removed if the appropriate inspections were not completed.

24-hour notice is required on all inspections. Inspections will be completed by the end of the following business day. **It is the responsibility of the permit applicant to alert the building inspector and schedule necessary inspections or to cancel or reschedule an existing scheduled inspection for any reason.** A trip charge may be assessed if you are not ready at the time of the scheduled inspection and a re-inspection is required.

By following these guidelines, the proper inspections can be completed in a timely manner with minimal disruption of your work schedule. Please call The Building Inspectors with any questions about this process, building code or inspection results.

Sample Site Plan

74' 0"



Typical information required for residential projects:

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

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

the
BUILDING
INSPECTORS

Please call The Building Inspectors with any questions at 515.597.4824

