



THE CITY of PELLA

Permit Policy and Procedural Steps

○ **Step 1: Submit the Application:**

Applicants shall furnish the City with a completed permit application and completed plot plan if applicable. Permit packets containing the required forms are available at the Planning & Zoning Department. All forms in each packet shall be completely filled out by the applicant. Omissions and/or errors will delay the permits. **Permits require a minimum of five business days for processing.**

○ **Step 2: Field Verification:**

Before a permit is issued, the proposed work will be reviewed; if applicable lot lines must be identified so all yard requirements can be verified. This may require the property owner to hire a licensed land surveyor at their own cost. The property owner must have all property pins located for inspection by the Building Official or his designee. ***Any discrepancies between information shown on the plot plan or permit application and conditions in the field must be rectified before any further processing of the permit.***

○ **Step 3: Zoning/GIS Verification:**

The permit shall be verified for compliance with the Pella Zoning Ordinance, including but not limited to proposed use of a structure, zoning district, setbacks, construction materials and where applicable Site Plan and Design Permit requirements. The permit shall also be verified with respect to site location, utilities, easements and addressing.

○ **Step 4: Payment of Fees:**

Permits require three business days for fee verification and scheduling. The applicant will be contacted once a fee total is established. Payment of all applicable fees is required before issuance of any permit.

Building additions that involve no new utility connections will only be charged applicable building permit fees. In such cases the applicant will pay the building permit fee concurrent with application submittal.

○ **Step 5: Posting of Site**

A City representative will post an approval placard on site. The placard is notification that the permit has been approved.

○ **Step 6: Issuance of Permit**

A permit will only be considered as issued after Steps 1-5 have been properly completed and the permit placard is posted on site by the Building Official or his designee. The appropriate documentation will be forwarded to the applicant. No work is to be commenced until steps 1-5 are concluded and the applicant has received the approved application.

○ **Step 7: Certificate of Occupancy:**

When applicable a Certificate of Occupancy must be obtained within 10 days after the lawful erection of a building is completed and prior to occupancy of the building.

Collector's License: Per Chapter 106 of the Pella Code of Ordinances any person(s) engaging in collecting, transporting, processing or disposing of solid waste from any premises with the City shall have a valid annual license.

Disclaimer

The City of Pella assumes no responsibility for the accuracy of the information furnished, including but not limited to, the location of property lines.

Commercial – Industrial - Institutional Permit & Submittal Requirements

THE FOLLOWING INFORMATION IS NEEDED FOR THE REVIEW PROCESS:

1. COMPLETED BUILDING PERMIT APPLICATION

a. May also require any or all of the following:

- Design Permit
- Driveway Permit
- Electrical Permit
- Excavation Permit
- Water Tap Permit
- Sewer Permit Application
- Sidewalk Permit
- Sign Permit
- Site Plan

- 2. ONE SET of CONSTRUCTION DRAWINGS**, with exterior elevations, wall section details, and a basic floor plan drawn to scale and dimensioned, (maximum plan size 24”x 36” **or** any size is acceptable if one additional half size set is provided). If the building contains a firewall, details and sections shall be provided to show the construction of such walls. Construction shall meet the 2009 International Building Code requirements subject to any amendments by City of Pella Code of Ordinance.
- 3. ONE COMMERCIAL SITE PLAN** showing all property lines, building setback dimensions and easements, existing and proposed structures, and drawn to scale.

NOTE: Property lines are verified in the field by property pins. Property Pins are placed by a certified land surveyor to accurately indicate the corners of property. These pins shall be visible on your property for inspection purposes to verify your property lines. It is the responsibility of the property owner to locate property lines

CONSTRUCTION DOCUMENTS CHECKLIST: Please refer to the construction documents checklist for an itemized listing of required information, documents, drawings, illustrations and certificates.

- **ALL FORMS LISTED ABOVE MUST BE SUBMITTED BEFORE PLAN APPROVAL IS GRANTED**
- **SEPARATE ELECTRICAL, SIDEWALK, AND DRIVEWAY PERMITS SHALL BE REQUIRED FOR EACH ADDRESS.**
- **FLOOD PLAIN** shall be determined by the City of Pella.
- **CERTIFICATE OF OCCUPANCY (C.O.O.)** A Certificate of Occupancy must be applied for within 10 (ten) days after the lawful construction of a building is completed

QUESTIONS:

Contact: Jerry Byers, Building Inspector
825 Broadway, Pella IA 50219
Phone: (641) 628-0043 Email: jbyers@cityofpella.com

- ❖ **All contractors, subcontractors, and/or property owners must call Iowa One Call (1-800-292-8989 or 811) notification system before any excavation takes place.**
- ❖ **All inspections must be scheduled one business day in advance. Any inspection requests made less than 24 hours in advance are subject to availability.**



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Planning & Zoning Department: Building Division Commercial – Industrial – Institutional

Project Address: _____

Project valuation \$ _____ **Lot#** _____ **Block #** _____ **Plat Name** _____ **Zoning** _____

Check One: Commercial, Total Sq. Ft. _____ Industrial, Total Sq. Ft. _____ Institutional, Total Sq. Ft. _____

Check One: New Construction Remodel

Property Owner: _____ **Address:** _____

Phone _____ **E-mail** _____

Contractor: _____ **Address** _____

Business Phone _____ **Fax** _____ **E-mail** _____

Contractor Contact: _____ **Cell:** _____

I acknowledge that I have read this application, including the Conditions of Approval, Notices Regarding Permits & Inspection and Liability for Damages, and I agree to comply with all City Ordinances, State and Federal Laws regulating building construction. I also understand that my signature acknowledges my responsibility for this project until final approval by the City.

Print Name: _____ **Contact Phone #** _____

Signature: _____ **Date:** _____

CONDITIONS OF APPROVAL: This permit is null and void if authorized work is not started within 180 days, or is suspended for 180 days. Confirming restrictive covenants & property line location is the owner/contractor's responsibility. Issuance of this Building Permit will be made solely upon the representation of the undersigned applicant. The City of Pella assumes no responsibility for the accuracy of the information furnished, including, but not limited to, the location of property lines. The City of Pella retains the right to revoke a permit invalidly issued. Further, the City of Pella assumes no responsibility for the consequences of a permit invalidly issued, including any rights which may accrue to adjoining property owners and other affected citizens. Applicant further states that they are familiar with the Zoning Ordinance of the City of Pella and that said structure will be used for the purposes herein stated and no other.

NOTICE REGARDING PERMITS AND INSPECTIONS: This issuance of a permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on in violation of this code or any other ordinances of the City. It shall be the duty of the person doing the work authorized by a permit to notify the building official that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work. All inspections must be scheduled one business day in advance. Any inspection requests made less than 24 hours in advance are subject to availability.

NOTICE REGARDING LIABILITY FOR DAMAGES: This code (any code adopted by the City of Pella) is enacted only for the purpose of securing to individuals the enjoyment of rights and privileges to which they are entitled as members of the public, rather than for the purpose of protecting any individual from harm. The City, its officers, employees or agents make no representations or warranties of any kind whatsoever, express or implied, with respect to the completeness or thoroughness of the inspections and examinations performed under this Code but said inspections are made solely to assist the owner of any building, structure, equipment and premises to meet certain minimum requirements of this Code, and to compel, if necessary, the owner to meet the minimum requirements for protection of the health, welfare and safety of persons and property. Nothing herein contained in this Code shall alleviate the owner of any building, structure, equipment and premises to make an independent inspection in order to fulfill the requirements of this Code nor shall this Code be construed to relieve or lessen the responsibility of any person owning, operating or controlling any building, structure, equipment or premises regulated herein from any damages of any person or property caused by defects or code violation. The City, its officers, employees or agents shall not be held as assuming any liability for damages to any person or property by reason of any inspections authorized by this Code or investigations, or any approvals issued herein, or for any act or failure to act in the enforcement of this Code.

All contractors, subcontractors, and/or property owners must call Iowa One Call (1-800-292-8989 or 811) notification system before any excavation takes place.

OFFICE USE ONLY: Received/Scanned _____ Entered in Database _____ Amount Paid _____

BP Number _____ **Permit:** Approved Denied _____

Building Official or Designee: _____ **Date:** _____