Jasper County Community Development
Planning & Zoning Division

116 W 4th St | Newton, IA 50208 | ph: 641-792-3084
Brett Jennings – email bjennings@jasperia.org | Jamie Elam – email: jelam@jasperia.org
Kevin Luetters – email: kluetters@jasperia.org

Regarding Building Permits required in both incorporated and unincorporated areas of Jasper County

In 2006, the Jasper County Board of Supervisors adopted the 2006 IBC (International Building Code) that requires: "any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit".

To obtain a building permit **WITHIN THE CITY LIMITS OF BAXTER** you will be required to submit the following:

1. A fully completed application. Go to https://permitting.schneidergis.com to complete the application.
2. A complete set of building plans/blueprints. **Stamped, certified drawings are required for any stick-built building 3,000 square feet or more, and for all post frame buildings.**
3. A Site Plan showing dimensions from all property lines and any other structures on the property.
4. A driveway and sidewalk permit obtained from the City of Baxter.

*******If construction starts before a permit is issued, the permit fee will be doubled!*******

It is **your** responsibility to contact the Planning & Zoning Division of Jasper County Community Development to schedule the required inspections. Fair to call for the required inspections can result in fines, removing completed work to allow for inspections, and denial of a certificate of occupancy.

Please try to call for inspections as far in advance as is practical. We will make every effort to respond to inspection calls as soon as possible, but you may be held up waiting for an inspection if you wait till the last minute.

REQUIRED INSPECTIONS:

Footings: Formed with rebar in place, inspection required before concrete is poured.

Foundation Walls: Formed with rebar in place, inspection required before concrete is poured.

Frame: Inspection is required after all structural framing, rough plumbing, electrical, and mechanical is in place, and before any insulation and drywall is installed.

Final: The exterior must be finished completely – including all exterior decks, steps, and handrails. All electrical, plumbing, and mechanical fixtures and appliances must be in place and operable. The only things that may be unfinished are paint and floor coverings.

If you have any questions, please give us a call at 641-792-3084.

BUILDING PERMIT APPLICATION INSTRUCTIONS

The application form is not as complicated as it looks. The following explanation of each section will hopefully help you with any questions you might have, and direct you to the correct county offices to obtain the information required to complete the permit application.

SECTION I. This section is to describe the location where the building will be placed. The first line is for the E911 address. If there is not an E911 number for the property you will need to contact the Sheriff's Department to obtain one. If you do not know the legal description for your property, the Planning & Zoning office can help you complete this portion of the application. Call 641-792-3084 for assistance with this.

SECTION II. The name, current address and phone number of the owner of record of the property must go in this section. If you are not the owner of record, do not put your information in this section. Example: Your parents are giving you ground to build on, but they are retaining ownership of the ground, their names and information go in this section - not yours, and they have to sign on the owners line in section VIII.

SECTION III. This section is used if someone other than the property owner is making the application, such as a contractor. The applicant must also sign the application in Section VIII. Section II must still be completed in full, and the owner's signature must still be on the application.

SECTION IV. This section is used to describe the size and shape of the building site and location of the building on the site. It must be accompanied with a site plan drawing (see attached example). The site plan drawing does not have to be done by a professional, but it must be a reasonably accurate representation of the size and shape of the property, and the location of the building within the site. (Graph paper is included in the permit application packet.) Whether there is an existing access driveway to the property or not, you must have the access approved by the County Engineer, and will need to attach a copy of your driveway permit to the application.

SECTION V. This section is used to describe the building itself. Just check the boxes that apply and fill out the blanks with the information from your plans.

A. In this section 'Pre-Mfg.' refers to manufactured, modular or mobile homes, and any structure that is complete or partially built somewhere other than your building site.
B. If you mark the OTHER box, then give the best short description of the use of the building, (i.e.: church, bowling alley, warehouse, etc.)
C. For residential dwelling, put the square feet of finished living space. For all other buildings, put the total square foot in the building. If there are multiple uses in a building (like office/warehouse) provide a breakdown of the square footage of each separate use within the building. The height of the building is measured from the average ground level around the building to ½ way between the eaves and the peak.
D. For residential uses, mark whether the garage is detached or attached, and then give the square footage.
E. Give the number of each type bathroom:
    1/2 bath has a toilet and lavatory only
    3/4 bath has a toilet, lavatory and shower stall only
    Full bath has a toilet, lavatory and tub or tub/shower combination.
F. For residential uses give the total square footage of the basement, and the square footage of any portion of the basement finished for living purposes.
G. In the valuation line, put the estimated value of the building only - not the land. You must attach a copy of the building plans with the application.

SECTION VI. In this section indicate whether you will have your own private water system (well) or will be on a common system like rural water, shared well or municipal system. If you will have a well, you will need to get a permit at the Environmental Health Division of Jasper County Community Development.

SECTION VII. In this section indicate whether you will have your own private sewer system (septic tank) or will be on a common system like a regional sewer system or municipal system. If you will have a private system, you will need to get a permit at the Environmental Health Division of Jasper County Community Development.

SECTION VIII. The property owner of record, and the applicant, if different, must sign this section. No permit will be issued without the required signatures. When you sign this section, you are agreeing to call for the required inspections.

Jasper County Community Development

Planning & Zoning Division

Building Permit Application (Please Print or Type)

If inside city limits, please mark which city: __Baxter __Kellogg __Monroe __Mingo __Oakland Acres __Prairie City

I. Building Site Location

911 Address _____ Zoning Classification: _____

Legal Description: Qtr: _____ Sec: _____ Twp: _____ Rge: _____ Prcl#: _____

If platted indicate: Subdivision Name _____ Lot Number _____

II. Property Owner's Name _____

Address _____ City _____ St ____ Zip _____

Phone: Home _____ Work _____ Cell _____

III. General Contractor Information State Contractor's Registration _____

Company _____ Office Phone _____ Email _____

Address _____ City _____ St ____ Zip _____

Contact: Name _____ Phone _____ Email _____

IV. Building Site and Setback Information (attach site plan drawing)

A. Building Site Description

Size (sq. ft. or Acres) _____ Rear Width _____

Front Width _____ Depth _____

B. Building Setbacks

Front _____ Right Side _____

Rear _____ Left Side _____

V. Structure Information (attach copy of building plans)

A. Type of Work

New ☐
Addition ☐
Remodel ☐
Repair ☐
Pre-Mfg. ☐
Move ☐

B. Use of Structure

Single Family Residence ☐
2 Family Residence ☐
Multiple Family Residence ☐
Accessory ☐
Other ☐
(describe) _____

C. Size

Sq. Ft. _____
Height _____

D. Garage

Det. ☐ Att. ☐ Sq. Ft. _____

E. Number of Bathrooms

½	¾	full

F. Basement

Total Sq. Ft. _____ Finished Sq. Ft. _____

G. Value of Construction _____

VI. Water Supply Private (Well) ____ Common ____

If private, attach copy of approval from Environmental Health Division

VII. Sewer Private (Septic Tank) ____ Common ____

If private, attach copy of approval from Environmental Health Division

VIII. ***Acknowledgment*** ***I, the undersigned owner/applicant certify under oath and the penalty of perjury that the information given in this application is true and correct, do agree to abide by all applicable federal, state, and local rules, regulations, and ordinances, and further agree to contact Planning & Zoning Division for all required inspections.***

Signature of Owner _____ Date _____ Signature of Applicant _____ Date _____

For Office Use Only

Attachment Checklist: Site Plan Drawing ☐ Driveway Permit ☐ Building Plans ☐ Septic Permit ☐ Well Permit ☐

Permit Fee _____ **Date Paid** _____ **Permit No.** _____

Jasper County Community Development
Planning & Zoning Division

Building Permit Number _____

Owner's Name _____

PLEASE PRINT OR TYPE

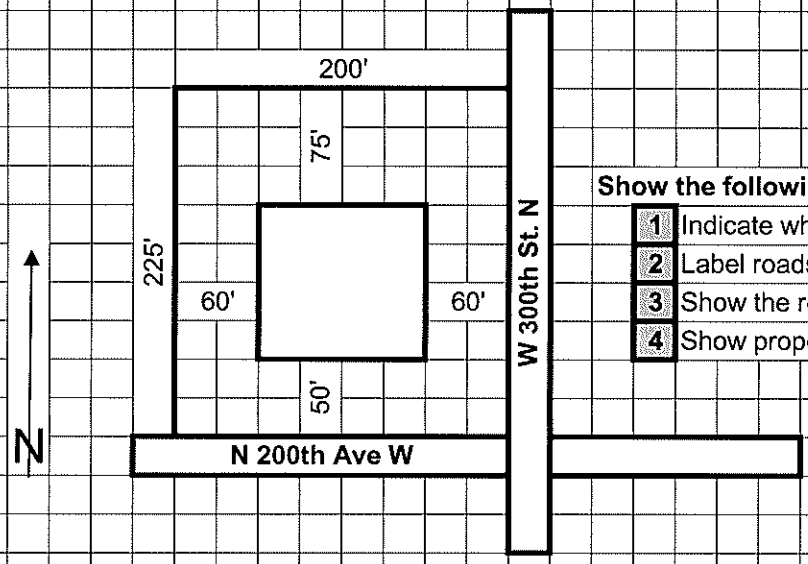
BUILDING PERMIT GENERAL CONTRACTOR

Company	Phone Number	Contact Person	Phone Number

BUILDING PERMIT SUBCONTRACTORS

	Company	Phone Number	Contact Person	Phone Number
Carpentry				
Concrete for Footings and Foundation				
Electrical				
HVAC				
Plumbing				

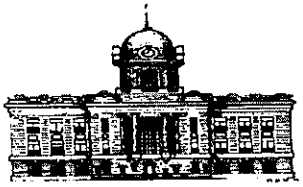
SAMPLE SITE PLAN FOR BUILDING PERMIT APPLICATION



Show the following:

1. Indicate which direction is North
2. Label roads that touch your property
3. Show the rough shape and dimension of your property
4. Show proposed location of the building on the property

DRAW YOUR PLAN HERE



JASPER COUNTY COMMUNITY DEVELOPMENT
Planning & Zoning Division
116 W 4th St S
Newton, IA 50208
ph: 641-792-3084 email: bjennings@jasperia.org

Electrical Permit Application

No permit will be issued unless all required information is printed legibly

Electrician/ Contractor's Name: _____

Contact Person's Name: _____

Business Address: _____

City_____ Zip _____

Office Phone # _____ Cell Phone # _____

Iowa State License #(s) _____

What Electric Utility Company serves this address? _____

Utility Customers (Property Owner's) Name: _____

Service Address: Street_____

City_____ Zip_____

SERVICE VOLTAGE:
- ☐ 120/208 VOLT (3 WIRE) ☐ 120/208 VOLT (4 WIRE)
- ☐ 120/240 VOLT (3 WIRE) ☐ 120/240 VOLT (4 WIRE)
- ☐ 120 VOLT (2 WIRE) ☐ 277/480 VOLT (4 WIRE)
- ☐ 240 VOLT (3 WIRE NON-STANDARD)
- ☐ 480 VOLT (3 WIRE NON-STANDARD)
- ☐ OTHER _____

SERVICE SIZE:
- ☐ 100 AMPS ☐ 800 AMPS
- ☐ 200 AMPS ☐ 1000 AMPS
- ☐ 400 AMPS ☐ 1200 AMPS
- ☐ 600 AMPS ☐ OTHER _____

SERVICE LOCATION: ☐ OVERHEAD ☐ UNDERGROUND

SERVICE TYPE: ☐ RESIDENTIAL ☐ COMMERCIAL

☐ TEMP ☐ EXISTING/REWIRE ☐ NEW ☐ UTILITY TURN-ON

# of Feeder circuits _____ # of branch circuits _____

List every person, other than the applicant, that will be working on the electrical installation covered by this application at the listed service address.

	Name:	Iowa License #
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Attest and Acknowledge: *I, the undersigned applicant, do attest that all of the information given in this application is true and accurate and acknowledge that I am responsible for all information presented herein and for all electrical installations covered by any permit(s) issued pursuant to this application.*

- Applicant's Signature: _____
- Date: _____

There is no separate electrical permit fee for electrical work done in conjunction with a general building permit for remodeling or new construction.