

Building Permit Application

Eldridge City Hall, Dept of Building Safety
 305 N 3rd Street
 Eldridge Iowa, 52748

Job Address: _____

Legal Description- Lot: _____ Block/Tract/Subdivision: _____

Owners Name: _____ Owners Phone: _____
 Address: _____ E-Mail _____
 City: _____ State: _____ Zip: _____

Contractors Name: _____ Contractors Phone: _____
 Site Manager: _____ Manager Phone: _____
 Company Address: _____ E-Mail _____
 City: _____ State: _____ Zip: _____

Architect/Engineer: _____ Phone: _____
 Company Address: _____ E-Mail _____
 City: _____ State: _____ Zip: _____

Describe work, include square footages if applicable:

Change of use? Describe: _____

Value of work to be completed: \$ _____

NOTICE

Separate Permits are required for Building, Mechanical, Electrical and Plumbing. Permits expire after 1 year. While the Dept of Building Safety makes every attempt to be informative, the Dept is an enforcement agency and cannot design or serve in an educational capacity. Persons doing the work are responsible for providing adequate information and meeting the minimum construction code requirements. The issuance of a permit shall not be construed to permit or approve of a violation of any code of the City of Eldridge. Permits or approvals presuming to give authority to violate or cancel the provisions of any construction code or other ordinance of the city of Eldridge shall not be valid.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws, codes and ordinances governing this work shall be complied with. I understand it is the responsibility of the permit holder to provide notification and access for any and all inspections.

 Signature of Owner, Contractor or Authorized Agent Date

Attach site plan showing setbacks and dimensions, a floor plan showing room sizes and use and construction details showing spans and sizes of structural components as applicable. Insufficient submittals may result in a request not being considered.

CITY OF ELDRIDGE, IOWA
CONTRACTOR REGISTRATION FORM
2017-2018

Type of Contractor: _____

Business Name: _____

Mailing Address: _____

E-MAIL Address: _____

Business Phone: _____ FAX: _____

Type of Ownership Sole Proprietor Corporation LLC Partnership

Owner (officer if corp.) _____

Address: _____

City/State/Zip _____

* STATE OF IOWA REGISTRATION # _____

Employee or officers authorized to purchase permits as representatives for your company.
(Please note: anyone who is not listed below will not be allowed to purchase a permit for
your company. Also note: subcontractors shall not be considered as authorized agents.)

Name: _____ Name: _____

Name: _____ Name: _____

THERE IS A \$75.00 YEARLY REGISTRATION FEE REQUIRED FOR ALL
CONTRACTORS. FEE DOES NOT APPLY TO ELECTRICAL, PLUMBING &
MECHANICAL CONTRACTORS LICENSED WITH THE STATE OF IOWA

Date _____ Amount _____ CASH _____ CHECK # _____

The undersigned certifies that all the information in this statement, and all information
furnished in support of the statements are true and complete to the best of their
knowledge and belief. Failure to comply with the conditions of this registration will
result in revocation of the registration and cancellation of all active permits.

Signature

Title

Date

LICENSE AND PERMIT BOND

KNOW ALL MEN BY THESE PRESENTS: That.....
Address.....as principal, and.....
as surety, are held and firmly bound unto the CITY OF ELDRIDGE, IOWA in the penal and full
sum of.....Thousand Dollars, (\$.....), for the payment of which well and truly
to be made we do hereby jointly and severally bind ourselves, our heirs, executors,
administrators, personal representatives, successors and assigns.
The conditions of the above obligation are such that, whereas the above bounden principal
has applied for a license permit, or certificate to engage in the business or occupation
of.....in Eldridge, Iowa, which license, permit, or certificate must
be obtained or renewed yearly hereafter;
NOW, THEREFORE in consideration of said license, permit, or certificate now or hereafter
being granted, issued or renewed, said principal shall:

- 1. Indemnify and save harmless the City of Eldridge, its officials, employees, and any members of any applicable Examining or License Board and their successors, from and on account of any and all judgments, claims, demands, losses, costs, expenses, or liabilities of any kind whatsoever which said City and any or all of the persons above enumerated may sustain or which may be recovered from it or them, from or by reason of the issuance of each such license, permit, or certificate, or by reason of any act, neglect or thing done under or by virtue of the authority given in any such license, permit, or certificate, or in any way connected with, relating to, or growing out of any work performed by said principal, his or its agents and employees, or any sub-contractor or anyone in any way under his or its supervision and direction.
- 2. In all respects be bound hereby to any and all applicable requirement and provisions required to be in this bond by existing and hereafter existing ordinances, rules and regulations of the City of Eldridge, and other laws, the same as though such requirements and provisions were fully set forth in this bond, and by reference such requirements and provisions are made a part hereof;
- 3. Comply with and faithfully observe and obey all applicable rules, regulations, and ordinances of the City of Eldridge now or hereafter existing and all other applicable laws now or hereafter existing affecting or relating to the carrying on of such business or occupation.
- 4. Pay all damages or loss that may occur from any act, neglect, or carelessness of said principal, his or its agents or employees, anyone under his or its supervision or direction, or any subcontractor, from such work pertaining to said business or occupation, or from poor or defective work or material;
- 5. Properly perform and execute and fully protect any and all work of such business or occupation undertaken by principal or under his or its direction and supervision, or by any agent or employee, or by any subcontractor.
- 6. Pay any penalties that may be imposed during the period of any such present and future permit, license or certificate.

Compliance with all and several of the above enumerated items shall make this bond void. Otherwise, it shall remain in full force and effect within the City of Eldridge, Iowa. This bond is and shall be given effect as a yearly bond in the above stated amount for each yearly license, permit, or certificate, now or hereafter issued to principal, the same as though a separate bond for each such present and future license, permit, or certificate year or period had been executed notwithstanding this is a continuing bond until canceled by notice. The surety shall have the right to cancel this bond for future liability upon sixty (60) day notice to the City of Eldridge in writing.

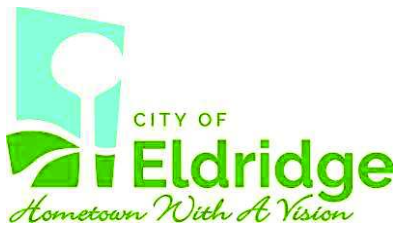
IN WITNESS WHEREOF, we have hereunto set our hands

this.....day of....., 20.....

.....
PRINCIPAL

.....
SURETY

.....
ATTORNEY-IN-FACT



Eldridge Department of Building Safety
 305 N. Third Street, P. O. Box 375
 Eldridge, Iowa 52748-0375
 (563) 285-4841
 (563) 285-7376 fax

GENERAL CONTRACTORS

Plan Review- New Construction and Additions.

Two sets of plans must be submitted and include a floorplan with proper labeling and measurements, a foundation plan showing all footings, a wall cross-section and elevations from all four sides. A site plan showing setbacks and Best Management Practices for onsite storm water protection and a Res-check or other Energy Code compliance verification is required, along with a completed permit application form in order to begin the plan review process. One set of plans with notes will be returned to the general contractor when the permit is issued.

Commercial projects- other than small remodels not changing egress paths- must be designed by an architect or engineer and sealed and must be accompanied by a design information data sheet.

Permits

Upon completion of the plan review process, permits will be available for issuance. No inspections will be performed prior to permit issuance. Work begun without a permit may result in a fine of an amount equivalent to the permit fee (double fee). All contractors must be properly licensed and bonded to work within the City of Eldridge before a permit may be issued.

Inspections (Needed as relevant to the project)

Building	Electrical	Plumbing	Mechanical
Footings	Underground Electrical	Underground W/S	Under-Slab (water piping)
Foundation	Underslab Electrical	UnderSlab W/S	Rough-In
Slabs	Service/Temp Service	Gas Piping	Final
Framing	Rough-In	Rough-In	
Insulation	Final	Final	
Deck Framing			
Final			

Other inspections may be required based upon the specific nature of the job, i.e., fire-rated assemblies, etc. Contractors performing the work are required to provide access to the work for inspection, i.e., ladders, lock codes, etc.

Following are the conditions which must be in place for the above required inspections. Please be aware that any work not inspected as required by law is not performed legally and therefore is not protected by contract and does not require payment nor can it be liened against the property.

BUILDING INSPECTIONS:

Footings

All trenches including interior footings dug to the appropriate depth and cleaned, no standing water, bulkheads in place for step-downs, all rebar in place, tied and chaired (no bricks, blocks, etc., to support). All Ufer grounding electrode assemblies must be in place. All work must match plans submitted for review or have a new foundation plan available for documentation.

Non-trench footings for decks, etc., must be dug to appropriate depth and cleaned out. Footings must be poured full or plans must indicate concrete depth that meets code requirements for footing size and footings will be probed for proper concrete depth in future inspection.

Slabs- ALL slabs of any kind, other than private portion of driveways, patios and private sidewalks, must be inspected PRIOR to pouring. This includes basements, garages, porches, public sidewalks and driveway aprons in the right-of-way. Basement and garage slabs must have all under-slab plumbing, electrical and mechanical work trenches inspected prior to slab preparation. For a slab inspection, all gravel/sand must be in place, slab heights marked on the adjacent walls, all water lines sleeved for protection with either pipe insulation or larger size piping; all insulation required for walls less than 42" below grade in place; and basements must have a 6 mil or higher clear plastic vapor barrier with six (6) inch overlaps at all seams and run up walls at edges. Porch slabs must have decking capable of supporting concrete or be filled full of approved fill (dirt, sand, gravel but no trash); be flashed to protect all exposed wood and the walls marked with proper slope for drainage. Garage slabs must have all substrate materials in place and tamped with slab heights marked on walls with either proper slope to the garage front or to a previously inspected floor drain. Concrete poured without required inspections will result in a stop work order being issued for the job and removal of the concrete.

Framing- Framing inspections may be performed at the same time as electrical, plumbing and mechanical work and must be completed prior to insulating the structure. Exterior finish such as brick or stonework may be installed prior to the framing inspection, however a separate inspection may be requested in order to proceed with brick or stone work (vapor barrier and flashing must be in place for a pre-brick or stone inspection). Roofing may be installed prior to the framing inspection. All floors, interior and exterior walls, roof trusses, roof truss bracing, exterior sheathing, basement load-bearing partitions, attic access openings, stairs, exterior windows and doors (with the exception of garage doors) must be in place for the framing inspection. Deck ledgers should be in place with proper flashing and attachment to the house at this time as well, however the deck framing may be inspected separately at a later time. All nail guards, fire-stopping, draft-stopping, blocking, bracing, bridging, etc., must be in place at the time of the framing inspection. All truss documentation must be in on site for the inspection to be completed.

Insulation- No insulation may be installed without Building Official approval. All insulation in foundations, floors and walls must be installed with proper vapor barrier and all components will match the components R or U values listed in the Res-Check. Baffles for blown attic insulation must be in place at the insulation inspection although blown insulation must be installed prior to the final inspection. Attic insulation, if non-blown paper-backed type, must be installed for the insulation inspection with required baffles. All windows and doors must be properly chinked with insulation or foam spray listed for the purpose. A **certification sticker of the R-values/U Factors** of all components installed by the contractor must be placed in the mechanical room/area.

Deck Framing- Due to the large number of injuries due to deck failures, deck framing has become more regulated. 2 sets of framing and footing plans must be submitted showing lumber sizes, type, spans and support. Lumber providers generally provide framing layouts for free as part of the wood calculations and most of these can be accepted. For reference, the Iowa Illinois Building Officials deck guide can be found here: <http://www.illowaicc.org/uploadedFiles/Illowa/DecksV13.pdf> The American Forest and Paper Association's *Prescriptive Residential Wood Deck Construction* Guide for the most recent available code cycle is available here: <http://www.awc.org/publications/dca/dca6/dca6-09.pdf>

Pay particular attention to having bottom support for beams and joists, Lateral load brackets installed correctly and that split beam designs have not met requirements for many years.

Final- All final inspections will be performed simultaneously. All interior and exterior wall and ceiling finishes must be completed (exterior siding penetrations must be caulked for waterproofing); all windows and doors must be trimmed out; all door handles for exterior and bathroom doors must be in place; all smoke and carbon monoxide detectors must be in place, interconnected and operable; all backfilling and exterior grading to achieve positive drainage must be in place; all public sidewalks and driveway approaches must be completed; all handrails, newels and balusters for interior stairs as well as all exterior decking and guardrails must be in place. All insulation installed and certifications in place. Address for 911 purposes must be prominently displayed in contrasting material at the front of the structure.

ELECTRICAL

Underground and Underslab- Trench must be open, at minimum depth for the entire distance and fully visible in its entirety with cable and/or conduit placed, all ends extending to either above grade or properly connected to approved underground equipment and ready for covering. Conduit may not be supported on masonry of any kind and may only sit on dirt, sand or small size gravel, if needed. No gaps under conduit which may result in damage during backfilling. All conduit joints must be watertight.

Service/Temporary Service- Eldridge Power does not provide temporary services except in rare circumstances. In all cases, the meter base must be installed at proper height to finished grade, weatherhead installed to proper height to all required clearances (where applicable) electrical panel must be installed at proper height to finished floor and convenience outlets must be GFI protected, panel enclosure must be properly bonded, grounding conductor must be run to proper grounding electrode, suitable water piping, Ufer grounding (previously verified), main disconnect(s) must be in place, any branch circuits must be properly installed and all enclosure knockouts must be intact or properly filled with covers.

Rough-In- Wiring for all circuits must be properly sized for the circuit. 14 ga wire is allowed for low voltage circuits only, all other circuits must be size 12 or larger. . , run to properly installed enclosures and secured at appropriate intervals. All required nail guards must be in place. All wires must be secured at center of stud and any stacks of three or more wires must have proper wire stacking attachment to avoid wire damage. Attic entrance protection must be in place within 6 ft. of access doors. All disconnecting devices must be in place and properly sized for circuits. All smoke detector and carbon monoxide detector boxes must be in place, all light fixture, switch and receptacle boxes must be placed to meet code requirements.

Final- All appliances (air conditioner, garbage disposal, dishwasher, furnace, range hoods, etc.) must be installed and properly connected/disconnected; all interior and exterior lights must be in place; all receptacles must be installed and have coverplates; all switches must be installed and have coverplates; all switches must have a readily identifiable function; all smoke detectors must be installed and interconnected; all carbon monoxide detectors must be installed; all exterior outlets must be in place and properly completed; all required GFCI outlets must be in place and operable; electrical panel must have all circuits labeled; no electrical enclosures or appliances of any kind may be located within three (3) feet of the gas meter and regulator; and any specialty electrical devices must be installed per manufacturer's installation instructions. AFCI are required for all circuits that serve any area other than a bathroom.

PLUMBING

Underground- All underground sewers must be in place, at proper depth and properly supported for complete length with proper slope. Cleanouts must be in place and within 5' on the inside or outside of where the sewer enters the building plane. Flat 90 els are not allowed without an additional cleanout in the underground sewer line. The house end and cleanouts must be capped w proper solvent adhesive. Water piping must be below the frost line, properly sized, of

code approved materials, sleeved at the entrance to foundation for pipe protection and fully supported with non-abrasive materials.

Underslab- All underslab drain lines must be constructed of code approved materials, piping must be properly sized and connected with appropriate sweeps, traps (no slip fittings), and fittings, properly sloped and vented, and resting completely on approved fill such as sand or small gravel. All tub drain trap locations must be boxed for concrete pour and sealed after installation to reduce the pest infiltration. All floor drains must be placed at finished floor level. All trenches must be left open for inspection. Underslab water lines must be located fully below concrete except where turned up. Water lines must be sleeved with an appropriate material for the full depth of the concrete contact to protect from abrasion.

Rough-In- Water Meter should be installed for approval to begin drywall. All water and drain lines must be stubbed out to fixture locations and capped to prevent compromising potability. All penetrations through top plates, bottom plates and floors must be fireblocked with plain caulk, foam or any other approved material. All studs, top and bottom plate penetrations with less than 1-1/4" wood depth protection must have nail guards to protect piping at full width. All exterior faucets must be in place and be anti-syphon protected unless main water line is protected by a backflow prevention device. All fiberglass enclosures must be in place and plumbed with drain lines and all tub/shower valves and showerhead fittings must be in place. Laundry tray must be in place and connected. All vents must be run through the roof deck and booted to prevent roof leaks.

Final- All plumbing fixtures must in place with disconnects, faucets and drain lines attached and ready for operation. Dishwasher and/or garbage disposals must be installed with cord/plug disconnect means. All tub/shower trimouts must be installed. All tile showers, etc., must be completed and have proper water containment. All plumbing appliances, fixtures, etc., must be able to be tested for leaks and proper operation. Water heaters must be installed, properly vented and valved, and pop-off vents piped to within 6" of the finished floor or piped to the exterior.

MECHANICAL

Underslab- All underslab heating applications must be inspected as part of the slab preparation inspection.

Rough In- All HVAC ducts, boots, returns, and vents must be installed and sealed. All exhaust fan and hood vents must be attached and vented to the exterior of the structure with proper pest deterrent terminations. Cold air returns may not be located in exterior walls. All concealed fireplace, dryer, water heater and furnace venting must be installed and properly terminated outside the structure.

Final- All HVAC vent and return covers must be in place. All heating and cooling appliances must be installed and properly vented. Linesets must be properly insulated, protected and penetrations at the exterior wall sealed. No air compressors or disconnects may be located within three (3) feet of any portion of a gas meter. Electrical connections to air conditioner disconnects must also be caulked if they penetrate exterior walls. Thermostat(s) must be installed at an appropriate location. All dryer connection ducts must be solid vent pipe or flexible metal vent piping (no foil). Kitchen hoods must be in place. All exhaust fans must be operable and vent to daylight.