



CITY OF
GRIMES

DEVELOPMENT SERVICES

410 SE Main Street, Suite 102 , Grimes, Iowa 50111

P: 515.986.4050

**NEW RESIDENTIAL PERMIT
APPLICATION**

Submittals may be emailed to: rgreving@grimesiowa.gov

Or delivered to:

410 SE Main Street, Suite 102

Grimes, Iowa 50111

Incomplete applications may delay plan review and permit approval.

New Residential Permit



Application Form

Project Information:

Project Address: _____ **Suite/Unit #** _____ **County:** _____

Plat/Subdivision: _____ **Lot #:** _____ **Zoning:** _____

Total Valuation of Work for this Project: _____

Square Footage: Above Grade Finish: _____ Garage: _____

Finished Basement Area: _____ Unfinished Basement Area: _____

Deck: Y or N Fireplace: Y or N MPE: _____ MOE: _____

Demolition Project: Y or N

Description: _____

Property Owner:

Name: _____

Address: _____

Phone: _____

Email: _____

Contractor:

Name: _____

Address: _____

Phone: _____

Email: _____

Project Contact Person:

Name: _____

Address: _____

Phone: _____

Email: _____

Architect (if applicable):

Name: _____

Address: _____

Phone: _____

Email: _____

I hereby acknowledge that I have read this application and state that the information given above is correct and agree to comply with all City ordinances and state laws regulating building construction.

Signature of Property Owner or Authorized Agent

Date

For Office Use Only

Received by: _____ Date: _____ City Calculated Valuation: _____

Residential Permit



Application Form

Separate electrical, mechanical, and plumbing permits are required. (The contractor shall be licensed by the State of Iowa). Permits will expire if the work is not started within 90 days, or if the applicant does not schedule an inspection for 90 days. Permits may expire if the completion date is not met within a year of the issue date. (Extensions may be granted with a fee). It is the applicant's, owner's, and contractor's responsibility to comply with restrictive covenants, easements, and to locate property lines.

If property is located in Heritage at Grimes Development, approval is needed from the development architect prior to the City of Grimes portion of the permit. This packet is submitted to the City of Grimes, then once approved, the City will process the permit. This may take up to 3-5 business days to receive the approval from the architect.

Checklist for new single family or townhome. Please include all documents to ensure building permit is completed and processed in a timely fashion.

- Building Permit Application Completed and Signed
- Building Site Plan
- SWPPP Site Plan
- SWPPP Contact Sheet (Attached)
- SWPPP Transfer Document (Obtained from developer)
- Home Building Plans
- Utility Sheet (Attached) (Please submit to: grimeswaterdept@grimesiowa.gov)
- Energy Manuals

Required Inspections by the City of Grimes:

Note: Please schedule inspections 24 hours in advance by contacting the Development Services Department at (515)986-4050.

City of Grimes uses the 2015 IRC Building Code

- House Footings (All SWPPP controls and construction entrances must be present prior to same day pour)
- Foundation same day pour
- Sewer, Water, Storm
- Groundworks
- Shear Wall (Nail pattern, garage straps, and square washers, prior to covering)
- Plumbing Rough-In (Water meter must be installed prior to rough-ins)
- Framing, Electrical, Mechanical Rough-In (Water meter must be installed prior to rough-ins)
- Deck Footings (Same day pour)
- Approach and sidewalk (Same day pour)
- Final Inspection to issue Certificate of Occupancy

Temporary Certificate of Occupancy

- A Temporary Certificate of Occupancy includes a \$100 fee.
- A Temporary Certificate of Occupancy may be obtained when a house is fit to be occupied, but landscaping is incomplete.
- A Temporary Certificate of Occupancy may only be obtainable during the months of November through April.



Storm Water Pollution Prevention Plan (SWPPP) Checklist for Residential Lot

The City of Grimes is requiring the following be submitted by anyone seeking a building permit:

- SWPPP Certification for Residential Lot (including required attachments)
- SWPPP Drawing (See checklist of required items below)

By signing the required **SWPPP certification**, the owner acknowledges that they have the responsibility of understanding, or hiring someone who understands, the requirements of NPDES General Permit No. 2 and Chapter 102 of the Code of Grimes. Please note that beyond the required documents listed above, General Permit No.2 requires the following:

- Each contractor performing earth disturbing construction activities is required to sign a certification statement making them a co-permittee. As well as maintaining a Construction log of those working onsite and activities performed.
- A copy of the SWPPP shall be onsite at all times. The SWPPP also needs to be expeditiously updated as site conditions change.
- Site inspections must be made after each 0.5" rain event but in no case more than seven calendar days apart. A log of each inspection shall be kept with the SWPPP.
- Each responsible party is required to retain the records of the SWPPP for a period of three (3) years from the date of final stabilization.
- Log of all erosion and sediment control maintenance activities noted during the required inspections and date completed weekly.

A **SWPPP drawing** shall be submitted to the City along with the building permit application that includes the following information:

- Address of subject property
- Property line.
- All easements; drainage, sanitary sewer, storm sewer, water, electrical, gas, telephone, or public utility.
- Building set back.
- Building footprint.
- Site drainage utilizing "arrows" pointing in the direction of flow.
- Location of site outfalls including lot sump service (if not connected to the storm sewer system).
- Location of stabilized construction entrance (rock or straw: *needs in place prior to footing*).
- Location of soil stockpiles.
- Location of chemical toilet (if present) and fuel tanks (if present) (*Not adjacent to waterway*).
- Location of construction trash container/enclosure (minimum 20 cubic yard container suggested).
- Location of construction staging area and material storage area.
- Location of concrete (PCC) washout station.
- Location and type of erosion and sediment control devices (ex: filter socks, silt fence, etc.).
- North Arrow and Scale.
- Notations of locations where storm water is discharged to surface water and receiving waters.
- Narrative of weekly inspection plans (Short paragraph of plans).
- SWPPP Drawing needs signed by builder to acknowledge acceptance.

NOTE: Materials, containers, toilets, or PCC washouts shall NOT be located in the public Right-of-Way.



Storm Water Pollution Prevention Plan (SWPPP) Certification For Residential Lot

Address of Lot (Legal description if no address): _____

IDNR Permit Number this lot is covered under: IA - _____

The Current owner of this lot has reached an agreement with the NPDES Permit holder regarding Erosion and Sediment Control. The agreement (must check one):

- Transfers responsibility of Erosion and Sediment control from the NPDES Permit holder to the current owner. **A copy of the agreement is attached.**
- Maintains responsibility of Erosion and Sediment control on the NPDES Permit holder. The current owner of the lot and all contractors performing earth moving activities have signed the certification statement required by IDNR NPDES General Permit No. 2 making them co-permittees. **The certification signed by the owner is attached.**

Person Responsible for Erosion and Sediment Control (NPDES Permit holder OR Site Owner if agreement)

Name		Address	
City		State	Zip
Phone	Fax	Email	

The City may need to contact someone regarding erosion and sediment controls on this site. This person may need to respond to violations within 48 hours as required by City code. Please specify a contact person that meets these requirements:

Name		Address	
City		State	Zip
Phone	Fax	Email	

Estimated Dates of Construction: _____

The certification must be signed by an authorized representative (i.e., Owner, principal executive officer, vice president, general partner, proprietor, elected official). This Certification Page along with the required site map constitutes the SWPPP for the individual lot listed above. In signing the plan the authorized representative certifies that the information is true and assumes liability for the plan. Note that Section 309 of the Clean Water Act provides for significant penalties where information is false or the permittee violates either knowingly or negligently permit requirements.

Certification Statement

I certify under penalty of law that I understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit that authorizes the storm water discharges associated with industrial activity from the construction site as part of this certification. Further, by my signature I understand that I am becoming a permittee to the City of Grimes for an "Erosion and Sediment Control Permit" at the identified site. As a permittee I understand that my company and I are legally required under the Clean Water Act and the Code of Iowa to ensure compliance with the terms and conditions of the storm water pollution prevention plan developed under the NPDES permit and the City Code of Grimes, Iowa.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

Name	Title
Signature	Date



Completed Forms May be Emailed to grimeswaterdept@grimesiowa.gov

Utilities

Applicant Information - All Responsible Parties

RESIDENTIAL:

_____ FIRST NAME _____ MI _____ LAST NAME

Social Security # / OR TAX ID _____

_____ FIRST NAME _____ MI _____ LAST NAME

Social Security # / OR TAX ID _____

COMMERCIAL:

NAME: _____

Social Security # / OR/ TAX ID _____

***REQUIRED FOR RESIDENTIAL AND COMMERCIAL PROPERTIES**

Phone: Primary _____ Secondary _____

Email(s): _____ (bills will be sent by email)

DATE YOU WANT SERVICE TO BEGIN: _____

Service Address Information

Billing Address Information

Street Address: _____ Street Address: _____

Apt or Unit: _____ Apt or Unit: _____

State: _____ Zip: _____

WILL YOU RENT OR OWN? _____ Own _____ Rent (\$100 DEPOSIT REQUIRED FROM RESIDENTIAL RENTERS)

Landlord name: _____

Address: _____

Phone: _____

Applicant Signature: _____

Date: _____

By submitting this application, I request that The City of Grimes supply water service to the service address submitted. In exchange for this service, I promise to pay such applicable rates and charges for water service, as established from time to time by the City Council in full, due upon receipt of invoice.