



CITY OF
GRIMES

DEVELOPMENT SERVICES

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

P: 515.986.4050

**COMMERCIAL 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 Commercial/Tenant Improvement Permit



Application Form

Project Information:

Project Address: _____ Suite/Unit # _____ County: _____
Plat/Subdivision: _____ Lot #: _____ Zoning: _____

Total Valuation of Work for this Project: _____

Square Footage: _____ Lot Acres: _____ MPE: _____ MOE: _____

Construction Type:

New Commercial Tenant Improvement Accessory Building Demolition

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: _____

Commercial 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 6 months, or if the applicant does not schedule an inspection for 6 months. 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.

Checklist for commercial. Please include all documents to ensure building permit is completed and processed in a timely fashion.

- Building Permit Application Completed and Signed
- WRA FOG Application (if applicable)
- Life Safety Plan
- Structural Calculations and Soil Reports
- Utility Sheet (Attached) (Please submit to: grimeswaterdept@grimesiowa.gov)
- Energy Code Submittal

Note: Documents shall bear the stamp and signature of all design professionals who shall be licensed in the State of Iowa. This is not required for preliminary submittals, but is required for final sets.

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 IBC 2015, IFC 2015, IMC 2015, UPC 2015, and NEC 2014 (Please provide Code Legend within the plans).

Frost Depth: 42" | Wind Speed: 90 MPH | Seismic Design: Category A | Ground Snow Load: 30 PSF

- Footings (All SWPPP controls and construction entrances must be present prior to same day pour)
- Foundation same day pour
- Sewer, Water, Storm
- Groundworks
- 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)
- Approach and sidewalk (Same day pour)
- Above Ceiling
- 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 building 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 Site Plan, Development, & Grading

The City of Grimes is requiring the following be submitted by anyone seeking approval of a Site Plan for construction:

- SWPPP Certification for Site Plan (including required attachments)
- SWPPP (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.

SWPPP Checklist

General Information

- The SWPPP addresses who is responsible for maintaining a copy of the SWPPP onsite and the location if known.
- Proof of coverage under General Permit No.2 (Authorization letter OR Signed NOI and Public Notices)

Plan Certification

- The SWPPP is certified by the PREPARER of the plan in accordance to General Permit No.2 VI.G & VI.H.

Site Description

- Legal description (¼-section, ¼-Section, Section, Township and Range) and/or address
- Description of construction activity
- Estimate total area of site (acres)
- Estimate total disturbed area of site (acres)
- Runoff coefficient of site after construction completed
- Existing soils data (County soil survey series and texture and other pertinent data)
- Receiving water(s) and ultimate receiving water(s)
- Existence of quantitative storm water discharge data

Site Map

- Drainage patterns (include offsite flow contributions and discharges)
- Approximate slopes after major grading activities
- Areas of soil disturbance
- Locations of major structural and nonstructural controls identified in plan
- Location of areas where stabilization practices are expected to occur
- Surface waters including wetlands
- Locations where stormwater is discharged to surface water
- Equipment and materials storage areas

Controls

- Description of appropriate controls that will be implemented. The description of the practices shall include designation of person responsible for implementation of practice (i.e. Owner or Contractor), location of the practice on a map, type and quantity of materials used, and installation, maintenance and removal procedures (or reference to appropriate standard).
- Description of intended sequence of major activities
- Appropriate control measures and timing (scheduling and implementation) during construction process

Erosion and Sediment Controls

Stabilization Practices

- Site plans shall ensure that existing vegetation is preserved where attainable and disturbed areas are stabilized.
- Plan indicates that "Except as precluded by snow cover, stabilization measures shall be initiated on all disturbed areas as soon as practical but in no case where construction activity will not occur for a period of 21 or more calendar days later than the 14th day after no construction activity has occurred on such area. Where the initiation of stabilization measures by the 14th day after no construction activity occurs is precluded by snow cover, then stabilization measures shall be initiated as soon as practicable thereafter."

Structural Practices

- For common drainage locations that serve an area with more than 10 disturbed acres at one time, a sediment basin is provided. The sediment basin shall be designed to provide 3,600 cubic feet of storage per acre drained or equivalent control measures are provided where attainable until final stabilization of the site.
- For drainage locations serving 10 acres or less, sediment traps, silt fences or equivalent sediment controls are required for all sideslope and downslope boundaries of the construction area or a sediment basin providing storage for 3,600 cubic feet of storage per acre drained.
- Has the preparer of the SWPPP addressed permitting issues related to the construction and use of the practices defined in the plan (Corp 404, FEMA, DNR, etc.)?

Permanent Stormwater Management Controls

- A goal of 80% removal of total suspended solids from those flows that exceed predevelopment levels should be used in designing and installing storm water management controls. Where this goal is not met, the permittee shall provide justification for rejecting each practice based on site conditions.
- Velocity dissipation devices have been identified as a control at discharge locations and along the length of any outfall channel as necessary to provide a non-erosive velocity flow from the structure to a water course so that the natural physical and biological characteristics and functions are maintained and protected.
- Has the preparer of the SWPPP addressed permitting issues related to the construction and use of the practices defined in the plan (Corp 404, FEMA, DNR, etc.)?

Other Controls

- Description of measures for proper disposal of construction site wastes and containment to prevent loose and/or lightweight materials from being carried by wind.
- Description of how off-site tracking of sediments and generation of dust will be minimized. Cautionary Note: It is strongly recommended that a construction site entrance/exit be used. The following will be considered violations of the Grimes City Code and General Permit No. 2: Tracking soil onto a street such that other vehicles track the soil further down the street, not cleaning up tracked soils before a rain event that carries water down the street. Soil shall NOT enter the Grimes stormwater system at any time.
- Description of how sanitary wastes generated on-site will be treated or disposed of in accordance with state and local requirements.

Inspections

- The SWPPP shall identify a qualified person to inspect disturbed areas of the construction site that have not been finally stabilized at least once every seven calendar days and within 24 hours of the end of a storm that is 0.5 inches or greater.
- The SWPPP shall note that disturbed areas and areas used for storage of materials that are exposed to precipitation shall be inspected for evidence of, or the potential for, pollutants entering

the drainage system. Erosion and sediment control measures identified in the plan shall be observed to ensure that they are operating correctly. Where discharge locations or points are accessible, they shall be inspected to ascertain whether erosion control measures are effective in preventing significant impacts to receiving waters. Location where vehicles enter or exit the site shall be inspected for evidence of offsite sediment tracking.

- The SWPPP shall note that based on the inspection, the SWPPP shall be revised as appropriate as soon as practicable after such inspection. Such modifications shall provide for timely implementation of any changes to the plan within calendar days following the inspection.
- The SWPPP shall note that a report summarizing the inspection, name(s), and qualifications of the person making the inspection, the date(s) of the inspection, major observations relating to the implementation of the storm water pollution prevention plan, and any actions taken to update the SWPPP shall be made and retained as part of the SWPPP for at least 3 years or until the project termination. The report shall be signed in accordance with the General Permit No.2

Non-stormwater Discharges

- Identify and ensure the implementation of appropriate pollution prevention measures for non-stormwater discharges, including but not limited to discharges from such sources as concrete washout.

Contractors

- All contractors and subcontractors identified in the plan must sign a copy of the certification states in Part IV.D.&.B of General Permit No.2. All Certifications must be included with the SWPPP. The certification statement shall be signed before a contractor initiates any professional service.

For Guidance on Preparation of the Stormwater Pollution Prevention Plan refer to the Summary Guidance for General Permit No. 2 available on the DNR website.



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.