



**BUILDING PERMIT APPLICATION**

Cedar Rapids Building Services Department

500 15<sup>th</sup> Ave SW, Cedar Rapids, IA 52404

PH: (319) 286-5831

FAX: (319) 286-5830

E-mail: [residential@cedar-rapids.org](mailto:residential@cedar-rapids.org)

Location of Project	
This project is a:	<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Multiple Dwelling <input type="checkbox"/> Multi-Unit <input type="checkbox"/> Commercial
Other	
This project is:	<input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Re-Side <input type="checkbox"/> Free-Standing Deck
Description of Work To Be Done	
Owner of Property	Address
Contractor	Address
Architect/Engineer	Address
Valuation	Permit Fee

Applicant, being duly sworn, deposes and says that he is the owner; or that he is authorized and empowered to make affidavit for the owner, who makes the accompanying application; that the application, plat, plans and specifications are true and contain a correct description of the proposed building, lot and work, and use to which building is to be placed. Subject to deed restrictions. Subject to all Government Regulations.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

This application and any permit that may be granted in response thereto are subject to all the laws of the State of Iowa and all ordinances for the City of Cedar Rapids, Iowa, that may have a bearing on the same.

**Building Approval:** \_\_\_\_\_ **Approved Date:** \_\_\_\_\_

**Zoning Approval:** \_\_\_\_\_ **Approved Date:** \_\_\_\_\_



## VALUATION CHART FOR NEW RESIDENTIAL

	<u>Sq. Ft.</u>		
First Floor	_____	#'s @ \$50.00 =	\$ _____
2 <sup>nd</sup> and 3 <sup>rd</sup> Floors	_____	#'s @ \$35.00 =	\$ _____
Masonry Veneer (per sq. ft. of wall surface)	_____	#'s @ \$10.00 =	\$ _____
Finished Basement	_____	#'s @ \$20.00 =	\$ _____
Open deck (no roof)	_____	#'s @ \$10.00 =	\$ _____
Covered Raised Deck or Stoop <small>(Front or Rear)</small>	_____	#'s @ \$16.00 =	\$ _____
Attached Garage	_____	#'s @ \$16.00 =	\$ _____
Pergola, Patio, Porch or Attached Carport (covered but not enclosed)	_____	#'s @ \$14.00 =	\$ _____
Screened-in / sunroom (no heat / AC)	_____	#'s @ \$16.00 =	\$ _____
Sunroom (with heat / AC) <small>(including tracked type window screen combinations)</small>	_____	#'s @ \$50.00 =	\$ _____

**TOTAL** \$ \_\_\_\_\_

General contractor: \_\_\_\_\_

Electrical contractor: \_\_\_\_\_

Mechanical contractor: \_\_\_\_\_

Plumbing contractor: \_\_\_\_\_

# of bedrooms: \_\_\_\_\_

# of bathrooms: \_\_\_\_\_

Fireplace (Qty \_\_\_\_\_):     Gas     Wood     None

Basement:                     Finished    Unfinished

Frame-in basement walls only     Yes     No

Do you want the City of Cedar Rapids to plant your tree?     Yes     No

- If yes, a fee will be due at permit issuance; **no refunds will be given.**



# City of Cedar Rapids

## Minor Erosion Control Permit Application

(For Residential lots disturbing less than an acre of land)

Location of the Lot: \_\_\_\_\_  
(Street address)

Lot Legal Description: \_\_\_\_\_

Lot Size: \_\_\_\_\_ Estimate Start Date: \_\_\_\_\_

### Lot Transfer Agreement Information

(NPDES General Permit No.2 Part II.C.3.F)

Is the Development currently covered under a NPDES General Permit No.2?  Yes  No

(For listing of all residential developments covered under a IDNR NPDES General Permit No.2 contact Cedar Rapids Development Service Department)

If "No" proceed to the "Site Information" box below. No additional information is required for Lot Transfer Agreements

If "Yes" have you obtained an NPDES General Permit No.2 for the described lot above?

Yes  No  The Developer (If "The Developer" no additional information is required proceed to "Site Information" box below.)

( If "Yes" provide your lot's NPDES General Permit No.2 Authorization# below, a copy of the lot's SWPPP, and a copy of the "Transfer Agreement for Storm Water General Permit No.2 – Separate Authorization")

(If "No" submit a copy of the lot's "Transfer Agreement for Storm Water General Permit No.2.-Same Authorization".)

The Lot's NPDES General Permit No.2 Authorization # \_\_\_\_\_

The Applicant hereby certifies that the Storm Water Pollution Prevention Plan submitted with this Application complies with all of the requirements of the State NPDES General Permit No.2

### Site Information

Drainage Easements On Site:  Yes  No

If "Yes" and the drainage easement has established vegetation, sediment controls need to be installed along the perimeter of the easement.

Geothermal Wells Installation:  Yes  No

Concrete Washout Facility:  Provide One Site  Community Washout Facility  
(Must be maintained to functional conditions)

Location: \_\_\_\_\_

Permanent Stabilization Practice:  Sodding  Seeding & Mulching/Matting

(Matting will be required on all slopes 4:1 or greater regardless if hydro-seeded)

### A Minor Erosion Control Site Plan shall include the following:

A dimensioned drawing including the following:

- |   |  |
|---|--|
| 1) Property address and legal description;                            | 5) Proposed sediment controls description and placement; |
| 2) Property lines and any existing easements of record;               | 6) Concrete washout facility;                            |
| 3) Limits of area of land-disturbing activities;                      | 7) Rock entrance drive;                                  |
| 4) Existing and proposed ground elevations (2-foot maximum interval); | 8) Display future lot drainage design.                   |

Any Minor Erosion Control Plan submitted without any sediment & erosion control practices displayed will be considered incomplete and returned to applicant prior to review.

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Cell # \_\_\_\_\_ Email: \_\_\_\_\_

# City of Cedar Rapids

## Minor Erosion Control Permit Application

(For Residential lots disturbing less than an acre of land)

**Name of Onsite Contact:** \_\_\_\_\_

(If different from above)

Cell # \_\_\_\_\_ Email: \_\_\_\_\_

### Terms

**Submittal of an Erosion Control Plan** addressing all Cedar Rapid's Municipal Code Chapter 71.04 Ordinance requirements.

I hereby certify the submitted Erosion Control Plan complies with the Cedar Rapid's Municipal Code Chapter 71.04 Ordinance, in which I assume full responsibility for the implementation and maintenance of all sediment and erosion control practices.

A Cedar Rapids Stormwater Official may revise the Erosion Control Plan to mitigate site specific issues as construction progresses.

**Title Holder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(If different from Applicant)

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing this application I hereby certify all information provided above is accurate, and I understand the Minor Erosion Control Site Plan terms.

# Transfer Agreement for Storm Water General Permit No. 2 – Same Authorization

This form is to be used when the buyer of any lots in a development agrees and intends to be solely responsible for compliance under the seller's storm water permit authorization and when the seller will continue to renew the existing storm water permit authorization for the development.

Seller's storm water NPDES General Permit No. 2 authorization number in DNR's storm water database:

\_\_\_\_\_ -- \_\_\_\_\_

Name and location of permitted project as it appears in DNR's storm water database:

**Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

List lot numbers of all lots transferred, addresses including street names and numbers (if available) and any other information needed to identify the transferred property. Additional pages may be attached if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name of Seller: \_\_\_\_\_

Printed or typed name of Buyer: \_\_\_\_\_

Seller understands that as of the date of execution of this contract, Seller is solely responsible for renewing the existing storm water permit authorization under the DNR's General Permit No. 2 until soil-disturbing activities on the property described above are completed and the ground has been stabilized with a permanent, perennial vegetative cover of sufficient density to preclude erosion. Seller may discontinue the authorization under General Permit No. 2 for the property described above only 30 days or more after giving Buyer written notice of such intent.

Buyer understands that as of the date of execution of this contract, Buyer is solely responsible for compliance with the DNR's storm water NPDES General Permit No. 2 for discharging storm water under Seller's storm water permit authorization for the property described above. Buyer therefore agrees and intends to comply with all requirements of the storm water NPDES General Permit No. 2 and all other applicable laws, rules, ordinances and permits regarding storm water discharges.

Signature of Seller:

Date:

\_\_\_\_\_

\_\_\_\_\_

Signature of Buyer:

Date:

\_\_\_\_\_

\_\_\_\_\_

# Breakdown of Transfer Agreements “Separate and Same Authorization”

## “Same Authorization”

## “Separate Authorization”

<p><b>Summary:</b> No additional documentation required. Mutual agreement that the lot owner is responsible for all requirements of the Developer’s General Permit #2 for the purchased lot.</p>	<p><b>Summary:</b> Lot owner is required to obtain a new General Permit #2 for the lot(s) before a Minor Erosion Control Permit will be issued by the City to include all items listed below.</p>
<p><b>Documentation:</b> (Standard Documentation)</p>	<p><b>Additional Documentation: <i>Required before a City Minor Erosion Control Permit and Building Permit are issued.</i></b></p> <ul style="list-style-type: none"> <li>• Obtain IDNR General Permit No.2 (No Public Notice is required to be submitted with the NOI) <a href="https://programs.iowadnr.gov/stormwater/pages/eAppConfirm.aspx">https://programs.iowadnr.gov/stormwater/pages/eAppConfirm.aspx</a></li> <li>• Stormwater Pollution Prevention Plan (SWPPP) specific to the lot development.</li> <li>• SWPPP Owner’s Certification/Agreement</li> </ul> <p><i>*The EPA’s Residential and General SWPPP Templates are available on the City’s Website free-of-charge</i></p>
<p><b>Additional Onsite Practices:</b> (Standard practices)</p>	<p><b>Additional Onsite Practices:</b></p> <ul style="list-style-type: none"> <li>• Conduct and document Weekly SWPPP inspections</li> <li>• Document all land disturbing activity on the Erosion Control Site Plan</li> <li>• Require all contractors whose duties include any type of land disturbing activity or sediment and erosion control practices fill out and sign a Contactor Certification/Agreement prior to performing work on site.</li> </ul> <p><i>*A Contactor Certification/Agreement form is located on the City’s Website</i></p>
<p><b>Additional Cost:</b> (Standard cost)</p>	<p><b>Additional Cost:</b></p> <ul style="list-style-type: none"> <li>• General Permit #2 – 1 year \$175.00</li> <li>• SWPPP – Use provided template or 3<sup>rd</sup> party pricing</li> <li>• Weekly inspections – 3<sup>rd</sup> Party pricing will vary</li> </ul>
<p><b>Estimated Additional Time Line:</b> (No additional time is necessary)</p>	<p><b>Estimated Additional Time Line:</b></p> <ul style="list-style-type: none"> <li>• NOI</li> <li>• SWPPP creation (if 3<sup>rd</sup> Party)</li> <li>• Weekly inspections to be conducted on the City provided website</li> </ul>

\*Search for “SWPPP” on the City’s website [www.cedar-rapids.org](http://www.cedar-rapids.org) to find the referenced documents

# Transfer Agreement for Storm Water General Permit No. 2 – Separate Authorization

This form is to be used when the buyer of any lots in a development agrees and intends to obtain a storm water permit authorization for the purchased lot(s), separate from the seller's or another's permit authorization.

Seller's storm water NPDES General Permit No. 2 authorization number in DNR's storm water database:

\_\_\_\_\_ -- \_\_\_\_\_

Name and location of permitted project as it appears in DNR's storm water database:

**Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

List lot numbers of all lots transferred, addresses including street names and numbers (if available) and any other information needed to identify the transferred property. Additional pages may be attached if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name of Seller: \_\_\_\_\_

Printed or typed name of Buyer: \_\_\_\_\_

Buyer understands that as of the date of execution of this contract, the property described above is no longer covered by an authorization under the DNR's storm water NPDES General Permit No. 2. Buyer also understands that discharging storm water from ground not stabilized with a perennial, vegetative cover of sufficient density to preclude erosion or discharging from any soil-disturbing activity for this property without storm water permit authorization coverage is a violation of state and federal law. Buyer therefore agrees to obtain an authorization under the DNR's storm water NPDES General Permit No. 2 for the property described above if there is ground not stabilized with a perennial, vegetative cover of sufficient density to preclude erosion and prior to commencement of any soil-disturbing activity.

Signature of Seller:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

Signature of Buyer:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

# Transfer Agreements Comparison “Separate and Same Authorization”

## “Same Authorization”

## “Separate Authorization”

<p><b>Summary:</b> No additional documentation required. Mutual agreement that the lot owner is responsible for all requirements of the Developer’s General Permit #2 for the purchased lot.</p>	<p><b>Summary:</b> Lot owner is required to obtain a new General Permit #2 for the lot(s) before a Minor Erosion Control Permit will be issued by the City to include all items listed below.</p>
<p><b>Documentation:</b> (Standard Documentation)</p>	<p><b>Additional Documentation: <i>Required before a City Minor Erosion Control Permit and Building Permit are issued.</i></b></p> <ul style="list-style-type: none"> <li>• Obtain IDNR General Permit No.2 (No Public Notice is required to be submitted with the NOI) <a href="https://programs.iowadnr.gov/stormwater/pages/eAppConfirm.aspx">https://programs.iowadnr.gov/stormwater/pages/eAppConfirm.aspx</a></li> <li>• Stormwater Pollution Prevention Plan (SWPPP) specific to the lot development.</li> <li>• SWPPP Owner’s Certification/Agreement</li> </ul> <p><i>*The EPA’s Residential SWPPP Template is available on the City’s Website free-of-charge</i></p>
<p><b>Additional Onsite Practices:</b> (Standard practices)</p>	<p><b>Additional Onsite Practices:</b></p> <ul style="list-style-type: none"> <li>• Conduct and document Weekly SWPPP inspections</li> <li>• Document all land disturbing activity on the Erosion Control Site Plan</li> <li>• Require all contractors whose duties include any type of land disturbing activity or sediment and erosion control practices fill out and sign a Contactor Certification/Agreement prior to performing work on site.</li> </ul> <p><i>*A Contactor Certification/Agreement form is located on the City’s Website</i></p>
<p><b>Additional Cost:</b> (Standard cost)</p>	<p><b>Additional Cost:</b></p> <ul style="list-style-type: none"> <li>• General Permit #2 – 1 year \$175.00</li> <li>• SWPPP – Use provided template or 3<sup>rd</sup> party pricing</li> <li>• Weekly inspections – 3<sup>rd</sup> Party pricing will vary</li> </ul>
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## 2012 Iowa State Residential Energy Conservation Code Sign Off

Project Address:		<i>Permit #</i>
Applicant Name:		<i>Checked By</i>
Phone #:	Email:	<i>Date</i>
Project Type: (Check One) <input type="checkbox"/> New Building <input type="checkbox"/> Addition		<input type="checkbox"/> Handout

### Required Documentation Before Final Occupancy

The following document must be completed and submitted to the Building Services Dept in order to ensure all work is in compliance with the Iowa State Energy Conservation Code and before the Building Services Dept can approve all completed work.

**Energy Compliance Documentation** – (If path is known please check one) All methods must meet mandatory requirements (see Mandatory Requirements handout).

- Prescriptive Method** – Must comply with R402.1, R402.2, R402.3, R403.2.1, & R403.4.2 & mandatory requirements. Must provide Mandatory Requirements checklist or REScheck compliance form, REScheck inspection checklist and copy of panel certificate before Certificate of Occupancy is issued.
- Trade-Off Method** (R402.1 through R402.3, R403.2.1 & R403.4.2 & mandatory requirements) attach documentation to show compliance (i.e. REScheck). REScheck must include compliance form, inspection checklist and panel certificate. [www.energycodes.gov/REScheck](http://www.energycodes.gov/REScheck)
- Performance Method** (R405 & mandatory requirements) attach documentation to show compliance. Documentation must include standard reference design and proposed design.

By signing this document, I acknowledge that compliance with Iowa State Energy Conservation Code (661 Iowa Administrative Code, Chapter 303) is required and the above Energy Compliance Documentation will be required including verification that a panel certificate per R401.3 is posted before a **Certificate of Occupancy** can be issued. In addition, applicant acknowledges that it is the applicant's responsibility to review the construction design, calculations, materials and equipment for compliance with 2012 Iowa State Energy Conservation code.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Deck Requirements and Check List

The deck is constructed of what type of material? \_\_\_\_\_

All materials of the floor system are required to be treated if closer than 18" to grade and any beams closer than 12" to grade shall be treated.

What is the height of the deck floor above the grade of the yard? \_\_\_\_\_ (inches)

What is the thickness of the deck floor? \_\_\_\_\_ (inches)

What is the size of floor joists? \_\_\_\_\_ X \_\_\_\_\_

What is the span of floor joists? \_\_\_\_\_; Total length if there is a cantilever \_\_\_\_\_

What is the on-center spacing (O.C.) of floor joists?

12"       16"       19.2"       24"       Other: \_\_\_\_\_

Is there a cantilever, if so provide distance? \_\_\_\_\_

(2 feet max. on open decks, half the dimension of joist depth for loads with wall and roof loads  
example: 2x10 joist can have a 5" cantilever)

What is the size of the support posts? \_\_\_\_\_ X \_\_\_\_\_

What is the post spacing in feet? \_\_\_\_\_

What is the quantity and size of the beams? Qty \_\_\_\_\_ Size \_\_\_\_\_ X \_\_\_\_\_

What is the size of the concrete footings? \_\_\_\_\_ (Ex.10" diameter minimum)

What is the depth of the footings? \_\_\_\_\_ (42" minimum)

Is footing designed for future roof/snow load?     Yes     No

What is the fastening method of ledger beam attached to house?

If bolted; \_\_\_\_\_ X \_\_\_\_\_ bolted/lagged @ \_\_\_\_\_ O.C. (maximum 24" O.C.)

If another method detail; \_\_\_\_\_

What is the height of the guardrails? \_\_\_\_\_ (inches)

What is the spacing of the intermediate enclosure members to the handrails and guardrails \_\_\_\_\_ O.C. (maximum clear opening is 4")

What is the height of the stair riser? \_\_\_\_\_ (maximum 7 <sup>3</sup>/<sub>4</sub>" )

What is the width of the tread? \_\_\_\_\_ (minimum 10")

Is a stair handrail provided? \_\_\_\_\_ (all stairs require minimum one side)

Verify handrail will meet grip size – (see deck handout)

Plat of survey must contain the following information:

- Location and dimensions of deck
- Location of all other structures on the property
- Distance from deck to lot lines and other structures

Reviewed by: Initials \_\_\_\_\_ Date \_\_\_\_\_

Project address: \_\_\_\_\_