

City of Charles City  
Code Enforcement Department

## BUILDING PERMIT APPLICATION

Legal Description:	Lot No.	Block	Addition			
1	Job Address:					
2	Owner:	Address:	Phone #			
		City & State				
3	Contractor	Address:	Phone #			
		City & State				
4	Architect or Designer	Address:	Phone #			
		City & State				
5	Engineer	Address:	Phone #			
		City & State				
6	Use of Building:					
7	Class of Work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remodeling <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Remove					
8	Describe Work					
9	Change of use from:	Change of use to:				
10	Special Conditions:					
11	Valuation of Work: \$	Plan review fee: \$	Permit Number:			
Application Accepted by:	Plans Checked By:	Approved for issuance by:	Permit Fee: \$ <input type="checkbox"/> Paid			
<p style="text-align: center;"><b>NOTICE</b></p> <p>SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING.</p> <p>THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.</p> <p>I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.</p> <p>_____      _____ Signature of Contractor or Authorized Agent      Date</p> <p>_____      _____ Signature of Owner (If Owner Builder)      Date</p>			Type of Const	Occupancy Group	Division	
			Size of Bldg. (Total) S.F.	No. of Stories	Max OCC. Load	
			No. Of Dwelling Units	Use Zone	Fire Sprinklers Required <input type="checkbox"/> Yes <input type="checkbox"/> NO	
			Off-street Parking Spaces <input type="checkbox"/> Covered <input type="checkbox"/> Uncovered			
			Special Approvals	Required	Received	Not Approved
			Zoning			
			Plot Plan			
			Bldg. Plan			
			Elec. Plan			
			Plumb. Plan			
Mech. Plan						

Return Copy to: City of Charles City – Code Enforcement  
900 Clark St, Charles City, IA 50616