CITY OF JOHNSTON

NEW HOUSE BUILDING PERMIT CHECKLIST

2012 International Codes Effective April 7, 2014
with Local Amendments (see attached copy of Local Amendments)

1. **Building permit completed with the following:**
   a. Date of Application: Date applicant gives it to the City.
   b. Contractor: Name of who is doing the work.
   c. Project Street Address
   d. Subdivision and Lot Number
   e. Type of Project
   c. Description of Work, including:
      (1) Type of structure - Single Family Dwelling, Single Family Townhouse, 6 plex, Multi-Family Dwelling 16 units, etc.
      (2) Basement – note if there is no basement, if basement is unfinished, or if basement is finished.
      (3) If basement is finished, please include how many square feet are being finished.
   d. Signature of Owner or Authorized Agent (Contractor can sign as authorized agent).

2) ***Please Note TWO Site Plans are Required***

Site Plan 1 Requirements:
   a. 8 ½"x 11" or 8 ½" X 14 paper size - **DO NOT USE EDGE OF PAPER** for Lot Lines.
   b. Show House, Deck(s), & Cantilever(s) with measurements of each side of structure.
   c. Show House, Deck(s), & Cantilever(s) measurements to lot lines (not to setbacks).
   d. Show Building Setback Lines.
   e. Show **ALL** easements (Utility, Overland flowage, Trails, etc.).
   f. Show location of finished driveway.
   g. If lot has a septic system, show location of septic with location of septic tank and laterals.

Site Plan 2 Requirements:
   a. Show house with proposed final grading with one (1) foot contour lines for whole lot.
   b. Show construction entrance and indicated if it is rock or not.
   c. Show arrows indicating direction of storm water flow on the lot.
   d. Show locations of **all erosion controls, concrete washouts, trash enclosures and staging areas** on the lot.
   e. Name & Phone # of person responsible for installing and monitoring erosion control.

3) **Required IDNR information must be submitted with permit application**. (Questions regarding this can be directed to Eric Rehm at 727-7779)
   a. Grading Permit Application (2 pages).
   b. Written evidence of lot transfer and/or **2 unbound copies** of a prepared separate SWPPP as required by the transfer document.

4) **Building Contractor Application for Water Service.** Two signatures are required on this form.

5) **One set of building drawings.** Include stair section, wall section, and shear wall details.

6) **Lots not served by septic system must include a copy of an Approved Septic Permit Issued by Polk County**

7) **Building Permits do not include Electrical, Mechanical, or Plumbing permits.**

8) **Additional permits and fees will be required for lots served by low-pressure sanitary sewer system.**

NOTE: State Energy Compliance documentation from a third party will be needed prior to the issuance of a Certificate of Occupancy

Please contact the Building Department at 727-7778 with any questions.

BUILDING CONTRACTOR APPLICATION FOR WATER SERVICE

CITY OF JOHNSTON, IOWA

_____ _____

Name of Builder or Contractor **Service Address**

I HEREBY MAKE APPLICATION for Water Service and agree to pay the Office of the Water Department as provided in the rules and regulations of the said City of Johnston, all bills rendered for water consumed upon these premises as registered upon any meter(s) installed for that purpose.

I FURTHER AGREE that the Meter inspector shall have access to the water meter(s) at all times, as provided by law and that my water service may be disconnected when I am delinquent in the payment of bills as provided in the rules and regulations of the Water Department. **PLEASE NOTE: ADDITIONAL PENALTIES WILL BE APPLIED TO BILLS THAT ARE IN ARREARS BEFORE SHUT OFF DATE.**

LET IT BE KNOWN TO YOU AND YOUR PLUMBER THAT THE USE OF A JUMPER TO OBTAIN WATER IS ILLEGAL AND YOU AND THE PLUMBER WILL BE FINED AND CHARGED WITH AN ESTIMATED WATER USAGE. JUMPERS ARE ONLY ALLOWED TO TEST THE LINES THEN MUST BE REMOVED IMMEDIATELY.

NOTICE OF SETTLING TRENCHES

Water may not be used to settle trenches or foundation, back fill prior to the water meter being installed. Wasting of water may require the City to obtain additional permit fees. **(COMPLIANCE WITH ALL CITY REGULATIONS AND ESTABLISHED POLICIES SHALL BE OBSERVED AT ALL TIMES.)**

SPECIAL NOTE: I UNDERSTAND BY SIGNING IN THIS BOX THAT I WILL BE RESPONSIBLE FOR METERED WATER UNTIL SUCH TIME AS:
(1) THE FINAL INSPECTION HAS BEEN DONE,
(2) AN APPROVED FULL OR TEMPORARY CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED,
(3) THE NEW PROPERTY OWNER HAS MADE WRITTEN APPLICATION, AND
(4) A FINAL READING HAS BEEN COMPLETED BY THE CITY FOR WATER SERVICE.

_____ Signature here of the Builder, Contractor, or owner indicates they have read & understand these four requirements.
Signature

Date: _____ **Signed:** _____

Mailing Address: _____

_____

Home Address: _____

Work Phone: _____ **Cell Phone:** _____

IRRIGATION METERS

The watering of sod is never allowed without a water meter. You may apply to have an irrigation meter. Applications are available at the Johnston Water Department. They need to be approved by the City prior to any work being done by a licensed plumber or sprinkler installation company. You will need to purchase your irrigation meter from the City. Irrigation meters need to be set up as a separate meter and deduct meters are never allowed. If you have questions, call Johnston City Hall at **278-2344** or our Water Department directly at **727-7772**.

Johnston
THRIVE. EVERY DAY.

Building Department Notification Statement and Grading Permit Application

Date Submitted: _____
Date Approved: _____
Receipt# _____
Permit# _____

Reference Chapter 145, Erosion and Sediment Control and Stormwater Management

Notification.

A. The applicant shall notify the City in writing a minimum of 5 working days prior to any application to the Iowa DNR for release of any property from a General Permit #2 pursuant to 567 IAC 64.6(b), or any similar successor provision.

B. The Holder of the State NPDES General Permit #2 can transfer State NPDES General Permit #2 responsibility to new property owners. Transferees must agree to the transfer in writing, and must agree to fulfill all obligations of the SWPPP, and the State NPDES General Permit #2. Absent such written confirmation of transfer of obligations, the applicant remains responsible for compliance on any lot that has been sold. *Reference: Iowa Administrative Code, Section 567, Chapter 64.6, paragraph 6.*

C. The applicant shall be required to provide the following executed certification:

Address of the Property: _____

Print Name (**applicant**): _____

Address: _____

City, State, Zip _____

Telephone: _____

Print Name (**owner – if different from applicant**): _____

Address: _____

City, State, Zip _____

Telephone: _____

Description of work (type and extent) to be performed:

_____

Estimated dates work is proposed: Start and Completion

_____

IDENTIFY (WITH THE INITIALS OF YOUR NAME) ALL OF THE FOLLOWING THAT APPLY:

_____ (1) "A State NPDES General Permit #2 **is not** required for this site."

_____ (2) "A State NPDES General Permit #2 **is** required for this site." The State NPDES General Permit #2 authorization number for this current permit is:

Permit# _____ Issue Date: _____

_____ a) "As owner, I have **not accepted** a transfer of liability."

_____ b) "As owner, I **have accepted** a transfer of liability for stormwater compliance, under the requirements of NPDES General Permit #2. Written evidence of this transfer will be provided to the City as part of this application."

_____ (3) "The Stormwater Pollution Prevention Plan (SWPPP) which includes this property is the SWPPP related to this authorization number and **has not been prepared separately;**" or

_____ (4) "The SWPPP for this property **has been prepared separately,** and a current copy will be provided to the City as part of this application. In addition, written evidence of continued compliance with the requirements of NPDES General Permit #2, including but not limited to SWPPP updates and weekly inspection logs shall be provided to the City."

Signature of Applicant:	Signature of Owner, required if different from Applicant:
Print Name of Applicant:	Print Name of Owner:
Date:	Date:

CONTRACTOR INFORMATION - EROSION AND SEDIMENT CONTROL: All person(s) who will be accomplishing work under this permit (attach additional pages if necessary):

1. Name:_____Phone #_____

EXCAVATION AND GRADING:

2. Name: _____Phone #_____

OTHERS:

3. Name: _____Phone #_____

4. TOPSOILS SURVEY REQUIRED (yes/no): _____

Note: Written documentation of topsoil placement prior to final stabilization must be provided to the City and in compliance with Iowa DNR General Permit no. 2.

CITY STAFF USE:

Date:_____ **Approved by:** _____

Note: The term of a Grading Permit is 365 days from date of issuance, except as noted in Section 145.10 Grading Permit Term.