

**CITY OF BUFFALO  
BUILDING PERMIT APPLICATION**

Applicant: \_\_\_\_\_  
(name) \_\_\_\_\_ (telephone) \_\_\_\_\_  
Owner  Contractor

(mailing address) \_\_\_\_\_

Location address: \_\_\_\_\_ Residential  Commercial or Industrial

County \_\_\_\_\_ Zoning \_\_\_\_\_ Cost of Project \_\_\_\_\_

Type of proposed improvement: \_\_\_\_\_  
(description / use of building)

Size \_\_\_\_\_ sq. feet No. of rooms \_\_\_\_\_ If multiple family housing, then no. of units \_\_\_\_\_

Lot width \_\_\_\_\_ feet Lot depth \_\_\_\_\_ feet Height of structure: \_\_\_\_\_ feet

Front yard \_\_\_\_\_ feet Rear yard \_\_\_\_\_ feet Side yards \_\_\_\_\_ feet

Is this property located in the flood plain \_\_\_\_ Yes \_\_\_\_ No

Contractor: \_\_\_\_\_ IA Contractor Reg. # \_\_\_\_\_

The undersigned assures that all information in this document and scale drawings is completely true and accurate.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(owner / contractor)

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**OFFICE USE ONLY**

<b>ZONING:</b>			
Valuation: \$ _____			
	<b>FEES</b>	<b>Plan Review</b>	
<b>Building</b> (varies)		<b>Occupancy Type</b>	
Sewer Connection Residential deposit \$30.00	\$200.00	<b>Building Construction type</b>	
Sewer Connection Commercial deposit \$30.00	\$200.00	<b>Area(s) (sq. ft.)</b>	
Water Connection (200.00)tap fee (16.00)install & inspection fee		<b>Occupancy separations</b>	
Water Connection Sales Tax (\$15.12)		<b>Fire rating</b>	
<b>Water Meter Assemblies Included</b> (includes inside and irrigation meter with readers)		<b>Floor plan</b>	
<b>Approved local flood plain development permit.</b> See attached documentation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Details/specs</b>	
<b>Street Deposit (Refunded after approval by Public Works Director)</b>	\$500.00	<b>Electrical plan(one lines)</b>	
<b>TOTAL FEES</b>		<b>TOTAL FEES(if nec.)</b>	

**APPROVAL: Signature:** \_\_\_\_\_ **Permit #** \_\_\_\_\_

\_\_\_\_\_ Elec. Contractor/License #

\_\_\_\_\_ Building Permit Number

\_\_\_\_\_ Plumber Contractor License

## HVAC Contractor License

- Show the proposed location of all underground utility systems (electric, water, sewer, telephone, and cable TV).

# BUILDING PERMIT APPLICATION PROCEDURES

1. ALLOW 24 TO 48 HOURS ON ALL APPLICATIONS FOR REVIEW AND APPROVAL.
2. Proposed building plan shall include the following and be submitted in duplicate:
  - Plan must be drawn to scale. Scale must not be less than 1" = 20 feet
  - Draw lot and show all dimensions.
  - Show north direction by utilization of an arrow.
  - Draw all streets and alleys adjacent to the property in question.
  - Draw existing buildings and/or trees on the lot noting distances from lot lines (include any roof overhang)
  - Draw proposed buildings and or additions, indicating the size and height.
  - Show distances on all exposed sides from the lot lines to the foundation.
  - Give the current and the proposed overhang dimensions if any.
  - Show all easements on the property.
3. Inspections require a minimum 48 hours prior notice to the City of Buffalo.
4. All construction projects will require applicable staking, footing, roof nailing, plumbing, framing, electrical, mechanical, and final inspections.
5. *A Certificate of Occupancy is required prior to occupying the structure.*
6. All building permits are valid for a period of 180 days from the date issuance.
7. The applicant warrants that he/she is familiar with, understands, and will abide by the provisions of the *International Building Code of Ordinances, National Electrical Code, Code of Iowa, related rules and the Code of Ordinances of the City of Buffalo, Iowa:*
  - sanitary sewer connections and related matters.
  - water connections and related matters.
  - electrical wiring and related matters.
  - building codes and related matters.
  - Excavation
8. The applicant must identify the electrician, HVAC tech and plumber who will construct the electrical, HVAC and plumbing systems, including their respective Iowa license numbers *at time of application of building permit.*
8. The applicant must contact the City for an inspection of all exterior electrical systems owned by the applicant.

Buffalo City Hall  
329 Dodge Street  
Buffalo, IA. 52728  
(563) 381-2226