

**CITY OF GLIDDEN, IOWA**  
**BUILDING APPLICATION AND PERMIT**  
**DISTRICT** (Residential, BC, AC, AG, Hv industrial, Lt industrial, mobile home)

Owner \_\_\_\_\_ Contractor \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
 (location of job site)  
 Email address \_\_\_\_\_ Email address \_\_\_\_\_  
 Legal Description \_\_\_\_\_  
 Description of Project \_\_\_\_\_  
 Estimated Cost of Project \_\_\_\_\_ Building Height \_\_\_\_\_ Roof Pitch \_\_\_\_\_

**PENALTY NOTICE:** Where work is started (must have Council approval before first inspection) or commenced without obtaining a permit, a fee in the amount of \$100-\$150 will be assessed to the property owner. But the payment of such fee shall not relieve any persons from fully complying with the requirements of the City code in the execution of the work, nor from any other penalties prescribed therein.

**INSPECTION NOTICE:** All inspections require a minimum of 24 hours notice. Inspections are conducted during the normal Monday-Friday work week. Failure to notify the City of inspections or proceeding with work prior to inspections is a violation of City ordinances and could result in fines and/or mandatory removal of the work completed to the required inspections.

This permit becomes null and void 1 year after issue date unless extended by zoning administrator and council.

I hereby certify that I have read and understood this application. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not.

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

CHECK LIST: Application \_\_\_ Building Agreement \_\_\_ Entire lot site plan \_\_\_ Fee \_\_\_

MAYOR/COUNCIL APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

CALL IOWA ONE CALL 811 or 800-292-8989 DATE \_\_\_\_\_

PLEASE NOTIFY THE CITY OFFICE 712.659.3010 WHEN READY FOR THE FOLLOWING INSPECTIONS:

1. PROPERTY LINES LOCATED/STAKES PLACED \_\_\_\_\_ DATE \_\_\_\_\_
2. FOOTING INSPECTION BEFORE POURED \_\_\_\_\_ DATE \_\_\_\_\_
3. ROUGH FRAMING INSPECTION \_\_\_\_\_ DATE \_\_\_\_\_
4. FINAL INSPECTION \_\_\_\_\_ DATE \_\_\_\_\_

ZONING ADMINISTRATOR FINAL APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

**ALL BUILDING PERMITS MUST BE APPROVED BY CITY COUNCIL BEFORE WORK STARTED**

**CITY OF GLIDDEN, IOWA  
BUILDING AGREEMENT**

Pursuant to the Code of Ordinances, Glidden, Iowa, and other policies of the City, no one shall be allowed to build a home or other permit-regulated structure without first agreeing to the following:

**APPLICATION PROCESS:**

- The builder, contractor, or other responsible party must supply a complete set of plans and specifications to the Zoning Administrator when the application is submitted. Included in the plans and specifications must be a scale drawing showing the relationship of the building to the boundaries of the property. The plans and permit application must be submitted to the Zoning Administrator by noon on the Thursday prior to the Council meetings. The Council normally meets on the second and fourth Monday of the month. Upon approval, the Council will sign the City's approval and submit a copy to the owner.
- No work may be commenced on the project until the permit is granted through the process mentioned above.

**INSPECTIONS:**

- Inspections may be made by the Compliance Officer at various times, said times will be determined between the parties involved. The Compliance Officer has the authority to determine who will inspect the property and the number of inspections to be made.
- The builder, contractor, or other responsible party will notify the Zoning Administrator when ready for inspections. The Compliance Officer shall be allowed a minimum of 24 hours in which to inspect the structure. If the Compliance Officer finds that the work to be inspected is obscured by temporary or permanent covering, the covering must be removed.
- For the construction of a house, the proposed inspections would be as follows:
  - a. Site inspection, after submitting plans and drawings and verifying location of property lines and site with stakes.
  - b. Inspection of footings before they have been poured.
  - c. Inspection of the rough frame.
  - d. A general, overall inspection of all work completed.
- The contractor or builder may appeal the Compliance Officer's disapproval of the work by notifying the Zoning Administrator that the builder or contractor seeks arbitration. A hearing will be held before the Council and both sides will be heard. The Council may override or uphold the Compliance Officer's judgment.
- The City is not responsible for any change in plans made by the contractor or builder. The sole concern of the Compliance Officer is that the building meets Code requirements. The builder, contractor, or other responsible party should notify the Zoning Administrator regarding any changes made to the plans that will effect items listed above or any other information that may be of concern to the Compliance Officers, if in doubt, contact the Zoning Administrator.
- The Compliance Officer has the full authority to halt construction, if necessary.

**PERMIT LIMITATIONS**

- The permit is valid for one year after approved by the City. However, the contractor or builder may apply for an extension, if good cause can be shown. The application for extension must be made in-person and approved by the Zoning Administrator with final approval of the City Council.

**BUILDERS RESPONSIBILITY**

- If the work to be inspected is obscured by temporary or permanent covering, the covering must be removed so that complete inspection may take place. No further work may be done on the project until this inspection is complete.
- The Compliance Officer will notify the Zoning Administrator of completed inspections and the progress of construction. Further, the Compliance Officer can give the Zoning Administrator the authority to release the project so that the builder can continue work.
- The failure of the contractor or builder to get an inspection will cancel said permit and no further work may be done on the project. In addition, this shall be treated as a misdemeanor and may be punished by a fine of \$100 per day of violation.
- Approval by the Compliance Officer shall allow the constructor to commence work again. Failure to pass inspection shall be met with the appointment for re-inspection at the earliest possible time.

**ALL BUILDING PERMITS MUST BE APPROVED BY CITY COUNCIL BEFORE WORK STARTED**

- The building must not be occupied until the permit is signed in full and approved by the Zoning Administrator. IT IS THE RESPONSIBILITY OF THE BUILDER TO ENSURE THIS STEP IS COMPLETED. If occupancy is allowed before the City has authorized it, the City will penalize the builder with a maximum \$100 per day fine, the occupants will be informed of the violation and steps will be taken to remove them from the premises.

Sign below in the presence of the Zoning Administrator when you return your permit application to indicate that you have read and understand the above agreement and that you will conform to the requirements stated. If this is not convenient, contact the City Office to make other arrangements, 712 659-3010.

\_\_\_\_\_  
Signature of contractor or authorized agent

Attest: \_\_\_\_\_  
Zoning Administrator

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

In the space provided below, list the contractor's company, company address and telephone number, etc.

Company: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Pager: \_\_\_\_\_