

*Whatever your planned construction project is, it will probably require an application and permit, a plan check review and one or more inspections. The following questions and answers should help you through the required procedure.*

#### **What is a Building Permit?**

A building permit is a license that grants legal permission to start construction of a building project. Permits allow the enforcement of the codes that have been adopted as law by a state, county, township or city and they provide the means for Code Officials to inspect construction to ensure that minimum standards are met and appropriate materials are used. You have an investment in the home or business you are about to build or remodel, when that home or business building does not comply with the codes, your investment could be reduced.

#### **When Do I need a Building Permit?**

A permit is required for any construction that physically changes or adds structure to your property or for work regulated by city codes or ordinances. Permits are required for the following:

- New buildings-dwellings
- Additions & Alterations – fireplace, pools, decks, sheds, egress windows, remodeling with structural changes
- Moving or demolishing a structure
- Temporary structures
- Installation of heating equipment, such as wood stoves
- Fences
- Signs
- Driveways, sidewalks
- Change in the use of a structure
- Repair from fire and natural damages
- Mechanical, Electrical and Plumbing installations require permits as well

#### **What Do I Need in Order to Obtain a Permit**

Your project must be submitted in graphic form along with a complete application. These construction drawings or plans must show all proposed work and details of compliance to building codes and zoning ordinances for most residential projects. Plans of insufficient clarity or detail will be returned without review.

#### **When May I Start Building?**

No construction is allowed until the permit is issued. Once the permit application and accompanying plans have been submitted, it will take the building department about five working days to review residential applications and about 10 working days or more, depending on the project scope, to review commercial applications and to process the plans. Following approval of the plan and payment of fees, a permit will be emailed.

## **When Do I Need Inspections?**

The type and number of inspections depend on the project; the following are required in Ankeny:

- Footing and setback before concrete is poured
- Foundation inspection before concrete is poured
- Framing rough-in before insulation or drywall
- Electrical rough-in before insulation or drywall
- Mechanical rough-in before insulation or drywall
- Sewer and water service lines before backfill
- Plumbing groundwork before backfill
- Plumbing rough-in before insulation or drywall
- Sidewalk and drive approach before concrete is poured
- Final includes: heating, electrical, plumbing, house numbers, water meter settings, property pins reestablished or confirmed, etc.

Some of these inspections can be combined. When you are ready for an inspection, call 515-963-3533 and provide your name, the project address and the type of inspection requested. The inspector will usually be able to make the inspection within 24 to 48 hours of the request.

## **May I Change My Mind?**

If you want to change your project, submit a revised set of plans to the building department that clearly show the revisions in relationship to the approved plans. The revisions must be approved by the Building Division.

## **How much will a Permit Cost?**

Building permit fees are determined by the valuation based on Building Valuation Data compiled by *Building Standards*. Valuation is determined on a \$/sq ft basis or upon a flat rate/sq ft basis.

Some other permit fees are as follows:

Fence Permit	\$25.00
Sidewalk Permit	\$25.00
Drive Approach Permit	\$25.00
1 & 2 Family Residential Swimming Pool	\$25.00

## **How long is the permit active?**

Once a permit is issued, construction must commence within 180 days and is valid for 12 months from the date of issuance. Construction must be completed and within 12 months of the permit issue date and a final inspection requested. If this time period is exceeded, the permit will automatically expire and a new application for a building permit is necessary

*Before you begin a project, it is important that you become familiar with the City of Ankeny building and zoning regulations which may apply. Please remember that the regulations exist for your protection and that the Community Planning & Building Department is operated for your benefit.*