

### Permit Review Times

Please expect Safe Building to ***begin*** reviewing a submitted permit within 5 business days of receipt. Safe Building will complete its initial review of submitted permit materials within 3 business days of beginning the review. These lead times result in a total initial review time from receipt of 3-8 business days. Please anticipate this lead time when submitting a permit. If any of the materials listed below are missing or deficient this review period *will* be extended.

### Permit Application Requirements

- All permits require a complete, *signed*, permit application. The permit application is invalid if not signed by the permit applicant.
- The *minimum* supporting documents required in addition to the signed permit application are listed in the next column.
- All permit applications should include contact information for the permit applicant. Contact information includes phone number and e-mail address if available.
- The signed permit application must be submitted to the City Clerk.
- All required documents may be submitted electronically to the City Clerk.

### Required Supporting Documents

- **Site Plan** that includes:
  - setbacks from property lines
  - lot dimensions
  - house dimensions
- **House Plans** that include:
  - room areas
  - wall heights
  - window locations
  - door locations
  - exterior elevations
  - basement finishes (if any)
  - deck size (if any)
  - deck roof size (if any)
- **Mechanical System Design Documents**
  - ACCA manuals J, S, and D
  - a complete Residential Plans Examiner Review Form facilitates prompt review of these documents
- **2012 Iowa Energy Code** compliance path documentation
  - **Indicate one of the three paths chosen:**
    - Prescriptive: required insulation levels should be shown on house plans
    - UA alternative: RESCheck analysis
    - Performance: HERS rater pre-construction analysis