



Trek
"Where the Best Begins"

STAFF USE ONLY
Date Received:
Received by:
Permit #:
Paid: \$50 Yes / No

BUILDING PERMIT APPLICATION

Job Site Address _____

Applicant _____ Address _____

Phone _____ Email _____ City/St/Zip _____

Owner _____ Address _____

Phone _____ Email _____ City/St/Zip _____

General Contractor _____ Address _____

Contractor License Number _____

Phone _____ Email _____ City/St/Zip _____

Subcontractors

Plumber _____ Phone _____ Contractor License _____

Email _____

Mechanical _____ Phone _____ Contractor License _____

Email _____

Electrician _____ Phone _____ Contractor License _____

Email _____

Sewer/Water Contractor _____ Phone _____ Email _____

Type of Construction (check one box) Building Project Estimated Valuation: \$ _____
(Building Official will set valuation for permit fee)

- ☐ New ☐ Accessory Building ☐ Addition ☐ Remodel / Replace ☐ Deck
☐ Fence ☐ Pool ☐ New Driveway ☐ Sign ☐ Demolition

Project Description (include dimensions) _____

Zoning Information:

Lot # & Subdivision _____

Occupancy Classification and Use: _____

Setback... Front: _____ Sides _____ Rear _____ Is site on a corner lot? ☐ Yes ☐ No

Structure Height: _____ # of Story/ies _____ Lot Area _____ Lot Dimension: _____

Proposed Off Street Parking Spaces: _____

Verification of Application

I declare that the information provided in this application is true, correct, and complete to the best of my knowledge.

NAME (print) _____

SIGNATURE: _____ DATE: _____

Check List Copy of: ☐ Site Plans ☐ Drawings (Min. 8x10 Sheet or Digital)

For questions, please call Terry Goerdts at (319) 330-9806.

City of Riverside

Building Permit Process

PO Box 188
60 Greene Street

PHONE 319-648-3501
FAX 319-648-4012

Items to be submitted by the applicant:

1. **Building Permit Application Form**

Provide the requested information on the application including site address, contact phone numbers, subcontractor list and project description, including dimensions. Submit an estimated valuation of the project that does not include the cost of the land. The applicant shall sign and date the application.

2. **Building plans**

Submit two identical sets of construction drawings that provide sufficient information for the building official to ascertain the scope of the project. Hand drawn plans may be accepted. However, all documents shall be drawn to scale or contain dimension lines. The drawings shall be produced with the aid of a straightedge. Construction documents shall include a floor plan, a foundation plan and a section view from footing to roof, or as applicable. All rooms shall be labeled. Either the plans or accompanying paperwork shall list finished and unfinished square footage of the proposed structure. Drawings shall be on 8.5" x 11" paper or larger. For commercial and industrial work, professionally drawn documents will be required.

3. **Site plan**

Submit a drawing or aerial photo that shows the proposed footprint of the structure on the lot. The relationship of the building to the boundaries of the property shall be shown on the plan using dimension lines. Drawings shall be to scale and shall include a north arrow. The building footprint and relevant property lines shall be staked on the proposed site at time of application.

4. **Application Fee**

This fee is paid at time of application, for processing the permit. Payment will be retained by the city whether the permit is approved or denied.

5. **Building Permit Fee**

This fee is paid once the application is approved. The fee total is based on the valuation of the project. Project valuation is determined to be the higher of the two amounts between the estimated valuation stated by the applicant and the amount calculated by the building official.

The city will process the building permit application as follows:

1. The site plan will be reviewed to ensure the project will comply with setbacks and other zoning requirements as set forth in the zoning ordinance. A site visit may be necessary before excavation to ensure that the new structure will meet the required setback distances.
2. A plan review of the construction documents will be performed by the building officials to ensure compliance with the building code. Any possible deficiencies will be noted on the plans in red ink. Compliant plans will be marked "Approved". The building official will then calculate the building permit fee.
3. The approved permit, a stamped set of construction documents and a yellow inspection record card will be given to the applicant. The yellow card is a checklist of inspections that will need to be completed to finalize the permit. The permit documents shall be posted at the construction site in a location that is accessible to the building inspector for the entirety of the project. Please try to protect the documents from the weather. The city will retain the second set of construction documents for permanent record.

No construction (including excavation) may commence before permit issuance. It is the responsibility of the applicant to schedule the required inspections by calling the city clerk. Do not occupy the structure until all inspections have been called for and approved. The City of Riverside enforces the 2015 International Building Code, the 2015 International Residential Code, the 2015 Uniform Plumbing Code, the 2015 National Electrical Code and the 2015 International Fire Code.

City of Riverside
Inspection Procedures for
Dwellings

PO Box 188
60 Greene Street

PHONE 319-648-3501
FAX 319-648-4012

All Inspections:

- No construction, including excavation, shall begin until the permit is issued.
- It is the applicant's responsibility to schedule inspections by calling the city clerk (648-3501).
- It is recommended that a contractor or representative be on-site during the inspection.
- Every effort will be made to accommodate inspection requests within 48 hours.
- All areas of the worksite and items to be inspected shall be visible and accessible to the inspector.
- The inspector will sign the yellow Inspection Record Card when each inspection is Approved.
- Failure to meet requirements or pass inspection may result in the inspection being rescheduled.

Footings:

- Footings shall be inspected prior to pouring concrete.
- The excavation shall be dug to the required depth, (required frost protection is 42" minimum).
- Forms shall be the proper width or diameter as approved on the building plans.
- The bottom surface shall be free of debris, flat and relatively smooth, with right-angled corners at the edges.

Foundation Wall:

- Foundation walls shall be inspected prior to pouring concrete.
- Forms shall be constructed to the proper width as approved on the plans and shall be sprayed with form oil.
- Re-enforcement shall be in place.

Underground Plumbing:

- All underground piping shall be accessible for inspection prior to the concrete slab being poured.
- Piping shall slope downward and be laid on a firm bed for its entire length, with no sagging.

Gas Pressure Test:

- If any gas line has been installed, a pressure test shall be conducted with air before the gas can be hooked up.
- The test shall be done with a 30-psi gauge and shall maintain a minimum of 10 psi for 15 minutes.

Rough-In Inspections:

- Roofing material, exterior siding, windows and doors can be installed prior to rough-in inspection.
- Framing, Electrical, Plumbing and HVAC shall be inspected prior to installing insulation and drywall.
- Truss specifications and layout shall be on site for inspection of the roof and floor framing.
- All plumbing vents shall penetrate the roof. Nail guards shall be installed where passing through studs.
- Each mechanical vent shall be terminated to the exterior. Joints in ductwork shall be sealed for air loss.
- All electrical wiring and boxes shall be installed and properly supported/secured.
- Manufacturer's installation instructions shall be provided for all appliances and equipment installed.

Final Inspection:

- The structure shall not be occupied until the final inspection has been performed.
- All safety hazard issues, including handrails, guard rails, landings and stairs, shall be complete.
- Finish grading shall slope away from the structure. No step shall be greater than 7-3/4" from the ground.
- Each room should have a light. Cover plates shall be installed on all switches and receptacles.
- Each plumbing fixture and drain shall be operational. Future plumbing shall be properly capped.
- All smoke alarms and carbon monoxide alarms should be installed, uncovered and operational.
- Decks and finished basements listed on the original house permit shall be finished before occupancy.
- Temporary occupancy will not be granted. Any unfinished areas will require new permits to finish.

City of Riverside

Building Permit FAQs

PO Box 188
60 Greene Street

PHONE 319-648-3501
FAX 319-648-4012

WHEN DO I NEED A PERMIT?

The best way to find out if you need a permit is to inquire at City Hall.

PERMITS ARE REQUIRED FOR:

- NEW BUILDINGS AND ADDITIONS (new home, bedrooms, bathrooms, decks, garages, etc.)
- REMODELS OR RENOVATIONS that include a structural change.
- FENCES, RETAINING WALLS, DETACHED STRUCTURES exceeding 200 sq'
- SWIMMING POOLS with a depth of 24" of water.
- CHANGES TO HVAC, ELECTRICAL, PLUMBING SYSTEMS, other than maintenance.

WHAT IS THE MAXIMUM SIZE OF BUILDING WITHOUT PERMIT?

A permit is not required to construct a detached building that is less than 200 sq'.

This permit exemption is only for a one-story accessory structure used as a lawn shed playhouse, or similar use. Any addition to an existing house will require a permit, regardless of size.

DO I NEED A PERMIT FOR REPLACING WINDOWS?

Replacement of bedroom windows that include frame replacement will always require at least one emergency escape and rescue openings to be installed in each bedroom and will require a building permit.

Emergency and Rescue openings shall meet the following requirements:

1. A minimum net clear opening of 5.7 sq'
2. A minimum net clear opening height of 24"
3. A minimum net clear opening width of 20"

SASH REPLACEMENT OF EXISTING WINDOWS WOULD NOT REQUIRE A BUILDING PERMIT.

DO I NEED A PERMIT FOR REPLACING A DECK?

Construction of a deck will always require a permit, even if replacement is the same size. Replacement of any component of a deck, (rails & stairs) will require a permit. Altered portions of an existing deck shall meet all code requirements.

HOW LONG IS MY PERMIT GOOD FOR?

Permits shall begin work within 180 days of issuance. Once work has begun, it shall not be suspended for a period of 180 days. The building official is authorized to extend permits for an additional 180 days. Additional fees will be required to renew an expired permit.

WHO DO I CONTACT TO SCHEDULE INSPECTIONS? – (48 HOURS IS REQUIRED)

Terry Goerd - 319-330-9806 | goerdtservices@outlook.com