

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.

Required Supporting Documents

- **Site Plan** that includes:
 - setbacks from property lines
 - addition dimensions
 - distance to any existing structures on lot
- **Addition Construction Plan** that includes:
 - room areas
 - wall heights
 - window locations
 - door locations
 - exterior elevations
 - basement finishes (if any)
 - footing locations
 - footing sizes (depth & size)
 - foundation system (basement, crawlspace)
 - floor system details
 - wall system details
 - roof system details
 - proposed insulation
 - insulation in additions must meet the 2012 Iowa Energy Code prescriptive path requirements

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 below.**
- The signed permit application must be submitted to the City Clerk.
- Required supporting documents may be submitted, preferably, to office@safebuildingiowa.com or submitted electronically to the City Clerk.