



# CITY OF SIBLEY BUILDING & ZONING PERMIT APPLICATION

**PERMIT MUST BE FILLED OUT IN ITS ENTIRETY OR IT WILL BE RETURNED**

### PROPERTY & OWNER INFORMATION

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Address of Proposed Work: \_\_\_\_\_

Email: \_\_\_\_\_

### APPLICANT INFORMATION (if other than PROPERTY OWNER)

Builder:  Contractor:  Design Professional:  Other:  \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Address of Proposed Work: \_\_\_\_\_

Email: \_\_\_\_\_

### OFFICE USE ONLY

Date Permit Issued:	Permit No.:
Date Permit Expires:	Zoning District:
Subdivision (lot, block, subdivision name):	
Required Yard Setbacks (by Ordinance)	
Front: _____	Side: _____
Rear: _____	Side: _____
Permit Fees: \$	Date Paid:

**SPECIAL NOTE:** THE LOCATION OF PROPERTY LINES & EASEMENTS IS THE SOLE RESPONSIBILITY OF THE PROPERTY OWNER. IF THERE ARE ANY EASEMENTS ON FILE AT THE COURT HOUSE, THERE IS TO BE NO OBSTRUCTION OR BUILDING OVER AN EASEMENT. THE CITY OF SIBLEY ACCEPTS NO LIABILITY FOR MEASUREMENTS OR LOCATION OF SUCH LOT LINES OR EASEMENTS. I UNDERSTAND THAT THERE SHALL BE NO PLANTINGS OF ANY KIND IN EASEMENTS. IF ANY SUCH PLANTINGS OCCUR AND IT IS NECESSARY TO DIG THEM UP, NO COMPENSATION SHALL BE GIVEN. Initial \_\_\_\_\_

### YARD MEASUREMENTS (Setback Distances from Property Lines)

Front Yard (from proposed building/structure to front lot line): \_\_\_\_\_ ft. Right Side to side property line : \_\_\_\_\_ ft. (as applicable)

Rear Yard (from proposed building/structure to rear lot line) \_\_\_\_\_ ft. Left Side to side property line \_\_\_\_\_ ft (as applicable)

### DESCRIPTION OF PROPOSED PROJECT

What do you want to build? Describe in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CONSTRUCTION INFORMATION

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_ Project Cost: \_\_\_\_\_

General Contractor (Name, Phone & Email): \_\_\_\_\_

Plumbing (Name, Phone & Email): \_\_\_\_\_

Electrical (Name, Phone & Email): \_\_\_\_\_

Excavating (Name, Phone & Email): \_\_\_\_\_

#### For New Construction/Building Addition/Accessory Building Projects:

Size of Proposed Bldg./Structure: \_\_\_\_\_ ft. X \_\_\_\_\_ ft. Height of Proposed Bldg./Structure: \_\_\_\_\_ ft. Number of Parking Stalls: \_\_\_\_\_

#### For Fence/Wall/Retaining Wall Projects:

Location of structure: \_\_\_\_\_ Front Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_ Side Yard Total Height: \_\_\_\_\_ ft. Length: \_\_\_\_\_ ft. Width: \_\_\_\_\_ ft.

#### For Deck/Patio/Ramp Projects:

Location of structure: \_\_\_\_\_ Front Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_ Side Yard Total Height: \_\_\_\_\_ ft. Length: \_\_\_\_\_ ft. Width: \_\_\_\_\_ ft.

**Please Complete Remainder of Application on the Back Side**



# BUILDING & ZONING PERMIT APPLICATION

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**Check ALL that Apply:**

New Construction     Bldg. Addition     Accessory Bldg. (shed/garage)     Demolition     Moving     Fence  
 Residential     Commercial     Industrial     Recreational     Government/Public     Other Use: \_\_\_\_\_  
 Single Family Dwelling     Two Family Dwelling     Multi-Family Dwelling     Other Project: \_\_\_\_\_

### DESCRIPTION OF PROPOSED BUILDING MATERIALS

**Check ALL Building Materials That Apply:**

Wood Frame     Metal Framing     Brick     Concrete     Stone/Brick (or Veneer)     Wood Siding     Vinyl Siding  
 Other Building Materials: \_\_\_\_\_  
 Building materials for fence projects: \_\_\_\_\_

**Roofing Materials:**

Asphalt Shingle     Metal Roofing (non-corrugated)     Metal Shingle     Membrane (flat roof)     Other: \_\_\_\_\_

### SITE PLAN REQUIREMENTS

Information to be included for typical residential projects. Commercial or industrial projects along with new residential construction should provide drawings or design plans along with the building/zoning permit application.

- ✓ Draw the lot showing lot measurements. Lot measurements may be obtained from the Osceola County Assessor's website  
*Note: Curb line is NOT the front property line. Where a sidewalk exists, the front property line is typically the inside edge of the sidewalk.*
- ✓ Show all existing and proposed new buildings or structures
- ✓ Show the dimensions of all new proposed building or structures
- ✓ Show the distance between all existing and proposed buildings and the nearest lot or property lines
- ✓ Label adjacent streets and indicate alleys and easements as applicable. Use directional arrow to indicate north.

The city reserves the right to require additional information, including blueprints, necessary to review the proposed project.

**RETURN COMPLETED AND SIGNED APPLICATION TO SIBLEY CITY HALL. PERMIT EXPIRES ONE (1) YEAR AFTER ISSUE DATE. IF TIME PERIOD HAS ELAPSED, A NEW PERMIT APPLICATION IS REQUIRED. THE COST OF A BUILDING/ZONING PERMIT IS \$25 PLUS \$4.00 PER \$1,000 OF TOTAL PROJECT COST. THE PERMIT FEE SHALL BE DOUBLE IF CONSTRUCTION STARTS BEFORE THE PERMIT IS APPROVED. IT IS THE APPLICANT'S RESPONSIBILITY TO NOTIFY IOWA ONE-CALL (1-800-292-8989 OR 811) BEFORE ANY EXCAVATION BEGINS. ALL NEW CONSTRUCTION REQUIRES INSTALLATION OF SIDEWALK ABUTTING PUBLIC ROADWAYS IN SIBLEY – AS PER CITY CODE, 7-1-3D.**

### ACKNOWLEDGEMENT & SIGNATURE

The applicant, by signing, acknowledges and agrees to the conditions of this permit; and that the provisions of the Sibley Zoning and Subdivision Ordinances and the Sibley Municipal Code of Ordinances may be applicable to the submitted project. I hereby will defend, indemnify, protect and hold harmless the City of Sibley and its employees from any and all liability from any claim or cause of action which any person may claim to have by reason of any actual or alleged failure on the part of the undersigned applicant to comply with the terms and provisions thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true and correct. All provisions of laws and ordinances governing this type of work shall be completed with whether specified herein or not. I agree and will provide notification of any change prior to construction. The granting of this permit does not presume to give authority to violate or cancel the provision of any other state or local laws regulating construction or the performance of construction. The approved permit allows the construction of the proposed building/structure as noted on this application and any submitted documentation. Any unauthorized change to approved permit and plans, or use of property, as presented will render this permit null and void.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor, Applicant, or other Authorized Representative (if Owner is not completing the work)

### OFFICE USE ONLY

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Sibley Zoning Administrator or Authorized City Representative

Approved  Denied  Conditional Approval  - if conditional approval, conditional required:

If denied, reason for denial: \_\_\_\_\_

Permit Request Requires: Variance  Conditional Use  Change of Zoning Classification

If required, forwarded to Planning Commission or Board of Adjustment for additional review on: \_\_\_\_\_ (date)