



# BUILDING PERMIT

Clerk's Office: 106 N. Third Street, Bellevue IA 52031; 563-872-4456

Kent Clasen, Zoning Enforcement Officer; 563-599-6984

**BEFORE YOU DIG CALL 811 (1-800-292-8989) TO HAVE ALL UNDERGROUND UTILITIES LOCATED.**

**THE CALL IS FREE AND THE SERVICE IS FREE.**

**A BUILDING PERMIT MUST BE POSTED IN THE FRONT WINDOW OF THE RESIDENCE FOR 7 DAYS PRIOR TO CONSTRUCTION AND THE DURATION OF CONSTRUCTION.**

### DECK, BALCONY, OPEN PORCH, OR PERGOLA

**District, RESIDENTIAL Permit Fee: \$50.00**

1. A deck may be placed in any yard around a house.
2. The following will not be considered to be part of the building for yard purposes: Decks extending < 8 feet into a front yard and in a rear yard.
3. Decks projecting into a side yard must meet full yard requirements.
4. If facing a street, a deck may not project > 5 feet from the face of a building. All others may project not > 10 feet.
5. Pergola is defined as a permanent structure consisting of parallel colonnades supporting an open roof of girders and cross rafters

### FENCE

**District, ALL Permit Fee: \$50.00**

1. A fence may be constructed in any district.
2. A fence may be built 6 inches from any property line.
3. A fence along the front of a property may not exceed four feet in height.
4. A fence along the rear or sides of a property may not exceed seven feet in height.
5. At a corner lot adjacent to an intersection, no fence shall be constructed within 30 feet of any corner lot street line intersection, which would impair the sight distance of the operator of a motor vehicle.

### GARAGE, ACCESSORY BUILDING OR COMMERCIAL BUILDING - SEE CODE FOR MORE

<b>District, RESIDENTIAL Permit Fee:</b>	<b>≥576 sq ft: \$250.00</b>	<b>&lt;576 sq ft: \$100.00</b>
<b>District, COMMERCIAL Permit Fee:</b>	<b>≥1,225 sq ft: \$500.00</b>	<b>&lt;1,225 sq ft: \$250.00</b>

1. A garage must be 5 feet from adjoining lot lines.
2. An unattached garage must be at least 5 feet from any other building on the same property.
3. A garage must be at least 5 feet from the alley right of way. If the garage door opens toward the alley, then it must be 15 feet.
4. Attached garages need to meet the requirements of a house.
5. A garage may be in a side yard provided that a full required side yard is provided between the garage and side lot line. An accessory building within sixty (60) feet of the front lot line shall have a full side yard between it and the side lot line.
6. A garage may not exceed 18 feet in total height.
7. Accessory buildings may not occupy more than 30% of rear yard.
8. Metal siding, steel siding and similar materials are prohibited as exterior siding on any accessory building in R-1 or R-2 that exceeds 144 square feet or 13 feet in height.
9. No building shall be within 5' feet of the alley line. The maximum height will be 45 feet.
10. Commercial: A rear yard, free of all buildings, shall be a minimum of 5 feet. Where a C-1 district is adjacent to an A or R district, a side yard of 10 feet adjacent to the "A" or "R" district shall be required. When in an I-1 district, the front, side and rear yards shall be 5 feet except where the Light Industrial (I-1) is abutting Residential (R-1) or Mixed Residential (R-2) property, then the requirements on the adjacent side shall be as follows; 10 feet on a front and rear and 5 feet on a side. The maximum height will be 45 feet.

### ADVERTISING SIGNS

**District, ALL Permit Fee: \$30.00**

1. In any A or R Districts: at least 20 feet from the street lot line or not more than 5 feet in front of the main building; (tourist homes signs: only one stationary, non-illuminated/motorized sign not exceeding one sq ft shall be allowed on the property and must be attached to the principle structure).
2. In the A, R, C and I Districts: shall not exceed 16 square feet in area.
3. Permits for the construction of new signs shall include only those which project not more than six feet beyond the front face or integral part of the building, and not to exceed beyond the front face of the sidewalk. A
4. C-1, C-2, and I Districts: no restriction on the area of signs which are separate and independent and not an integral part of a building, located entirely upon private property, height limitations of structures in district.

### PRINCIPAL STRUCTURE (NEW HOME/BUSINESS)

**ALL NEW HOME CONSTRUCTION REQUIRES THE CONSTRUCTION OF SIDEWALKS.**

**PROPERTY LINES ARE DETERMINED BY THE**

**PROPERTY OWNER - CITY OF BELLEVUE DOES NOT**

**DETERMINE PROPERTY BOUNDARIES.**

**PERMIT FEES: Single Family: \$500.00**

**Multi-Family: \$1,000.00**

**CONNECTION FEES: Electric: \$100.00**

**<1" Water: \_\_\_\_\_**

**> 1" Water: \_\_\_\_\_**

**Sewer: \$325.00**

Material Cost at time of construction.

Material Cost at time of construction plus tapping fee.

**Building Addition/Remodeling Permit Fee: \$250.00**

**Fire District Remodeling Permit Fee: \$250.00**

*These rules are for information only and are not intended to be a comprehensive summary of the City's Zoning Ordinance.*

**This is a City Record. No Free hand drawings/sketch, you MUST use form on back sheet unless a contractor's plan is used.**



PERMIT FEE \_\_\_\_\_

BUILDING PERMIT NO. \_\_\_\_\_

**BUILDING PERMIT APPLICATION**

**APPLICANT/OWNER INFORMATION**

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Owner of Property \_\_\_\_\_

Address for which permit is applied for \_\_\_\_\_

Applicant Phone # \_\_\_\_\_

**PROPOSED CONSTRUCTION INFORMATION**

Permit is requested for \_\_\_\_\_

Estimated cost of improvements is \_\_\_\_\_

Exterior material being used is \_\_\_\_\_

General Contractor \_\_\_\_\_

Is the property located in the Fire District? YES \_\_\_\_\_ NO \_\_\_\_\_ (See Attached Map)

If yes, a full construction plan & building materials list must be attached.

Is the property located in the Flood Plain District? YES \_\_\_\_\_ NO \_\_\_\_\_

**ZONING INFORMATION**

Zoning District (Circle one)      A-1      R-1      R-2      C-1      C-2      I-1

Lot Size	Width	Length	Area (Length x Width)

Front Yard Dimension (measured from face of primary building to street)

Rear Yard Dimension (measured from rear of primary building to the rear lot line)

Side Yard Dimension (measured from side of primary building to side lot line)

Left \_\_\_\_\_ Right \_\_\_\_\_

**APPROVAL OF OTHER CITY DEPARTMENTS**

Permit Required	Fee	Department	Signature of Department Head
Yes	\$500.00		Building Permit Fee for Single Family
No	\$1,000.00		Building Permit Fee for Multi-Family
		Streets	
	\$100.00	Electric	
	*	Water	*Cost of water fee is determined by the material cost at time of construction.
	\$325.00	Sewer	

This request for a building permit is:

**GRANTED**

**DENIED**

Date \_\_\_\_\_

Utility Superintendent

Date \_\_\_\_\_

Fire Chief

Date \_\_\_\_\_

Zoning Enforcement Officer



## INSTRUCTIONS FOR ATTACHED FORM

Note: This application will not be considered without a detailed sketch showing the following: applicable yard dimensions, address, size and location of proposed structure.

Use the following directions to fill out the drawing for your permit application.

1. The drawing represents a typical building lot. A primary structure, usually the house, is included.
2. Using a tape measure, measure the various yard areas and fill in the size of the front, rear, and side yards.
3. Using a black pen, or pencil, sketch in any existing accessory buildings as they are located on the lot. This includes garages, sheds, patio, decks, porches, fences, etc.
4. Use a red pen to sketch in the new construction, addition, accessory buildings, fence, deck or whatever this permit application is for.
5. Use the red pen to fill in the distance between the proposed new construction and the various lot lines.
6. If your drawing is now complete, review it for accuracy, sign and date it.
7. Return the questionnaire and drawing to City Hall for processing.
8. If the sample drawing does not coincide with the layout of your lot, feel free to make a new, accurate drawing.

If you have any questions about this form, please contact Kent Clasen, Zoning Enforcement Officer at 563-599-6984.



Rear Lot Line

Rear Yard Dimension

Left Lot Line

Side Yard Dimension

Side Yard Dimension

Right Lot Line

Front Yard Dimension

Front Lot Line

**\*\*\*\*NOTE FOR HOMEBUILDERS\*\*\*\***

Please remember that the setback distances are measured from the property line. The property line is not the curb line. Also, please remember that the set back distance applies equally to your house and/or garage so that no portion of your structure is closer than the required setback.

I certify that this is a true and correct copy of what I plan to build.

\_\_\_\_\_  
Applicant Signature

Revised 06/08/2023

# FIRE DISTRICT

