

**RESIDENTIAL PERMIT TYPE:** New Construction  Renovation  Garage  Shed  Deck  Pool  Other

**COMMERCIAL/INDUSTRIAL PERMIT TYPE:** New Construction  Renovation  Other

**ATTACH SITE PLAN, DRAWINGS AND/OR BUILDING PLANS**

## JOB SITE INFORMATION

## BUILDING SQUARE FOOTAGE

Project Address: \_\_\_\_\_

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

Application Date: \_\_\_\_\_

Plat #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Development Name: \_\_\_\_\_

Commercial  Industrial  Public

Single Family  Two Family  Multit-Family

Property in a flood plain? Yes  No  Minimum Elevation MPE

Level 1 \_\_\_\_\_ Pool Size \_\_\_\_\_

Level 2 \_\_\_\_\_ Deck Size \_\_\_\_\_

Basement Finished \_\_\_\_\_ Garage \_\_\_\_\_

Basement Unfinished \_\_\_\_\_ Shed \_\_\_\_\_

## DESCRIPTION OF PROJECT

PDF building plans preferred

## PERMIT FEES (to be completed by V&K)

PROJECT VALUATION		
\$ _____	Building	\$ _____
	Trades	\$ _____
	Approach	\$ _____
	Sewer Connection	\$ _____
	Water Connection & Excise Tax	\$ _____
<b>Total Permit Fee</b>		<b>\$ _____</b>

**Property Owner**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contractor**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Architect-Engineer**  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Sub-Contractors**

Electrical Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 State License #: \_\_\_\_\_

Plumbing Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 State License #: \_\_\_\_\_

Mechanical Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 State License #: \_\_\_\_\_

## ADDITIONAL ACKNOWLEDGEMENTS

- Except as provided by law, where any work has been started prior to obtaining this permit, the regular fee should be doubled.
- This permit shall expire if work has not commenced or has been abandoned for 120 days.
- ALL WORK MUST BE INSPECTED. It is the responsibility of the permittee to call for inspections. No work shall be concealed or covered until approved by the inspector.
- The permittee acknowledges that they are proficient in the performance of the work covered by this permit.
- Complete the application and submit all required documentation (including PDF plans) to the City of Van Meter at [permits@vanmeteria.gov](mailto:permits@vanmeteria.gov). Work may only commence upon receipt of an approved permit and payment of the permit fee to the City of Van Meter.

## OWNER OR AGENT SIGNATURE

X \_\_\_\_\_ Date: \_\_\_\_\_

**WHEN APPROVED BELOW, THIS BECOMES A VALID PERMIT**

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Building Official

Payment Received Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Please contact Veenstra & Kimm with any questions or to schedule an inspection. A 24 hour notice is required prior to an inspection request.

Email: [BuildingInspection@v-k.net](mailto:BuildingInspection@v-k.net) Phone: 515-850-2980

# BUILDING PERMIT

Address: \_\_\_\_\_

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## OFFICIAL USE ONLY

Zoning: \_\_\_\_\_

New Const.    Addition    Change of Occupancy    Repair    Remodel    Demolition

Type of Use: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Group: \_\_\_\_\_

Description of work: \_\_\_\_\_

AREA/Sq ft.	VALUATION	ZONING
1st Floor:	\$	Rear Setback:
2nd Floor:	\$	Front Setback:
3rd Floor:	\$	Side Setback:
Basement:	\$	Side Setback:
Gar/Carport:	\$	# of Req Parking:
Other Structure:	\$	# Handicapped Spots:
Deck Porch	\$	
<b>TOTAL</b>	\$	

BUILDING PERMIT FEES	
Basic Permit Fee:	\$
Plan Review Fee:	\$
M.E.P.s Fee's @ \$75ea:	\$
Approach Fee:	\$
Sidewalk Fee:	\$
UTILITY FEES	
Sewer Con. Fee:	\$
Sewer Dist, Fee:	\$
Storm Utility Fee:	\$
Water Connect Fee:	\$
Water Meter Fee:	\$
Water Meter Irrigation Fee:	\$
<b>TOTAL FEE:</b>	\$

**Comments:**

# REQUIRED BUILDING INSPECTIONS

## (Residential New Construction)

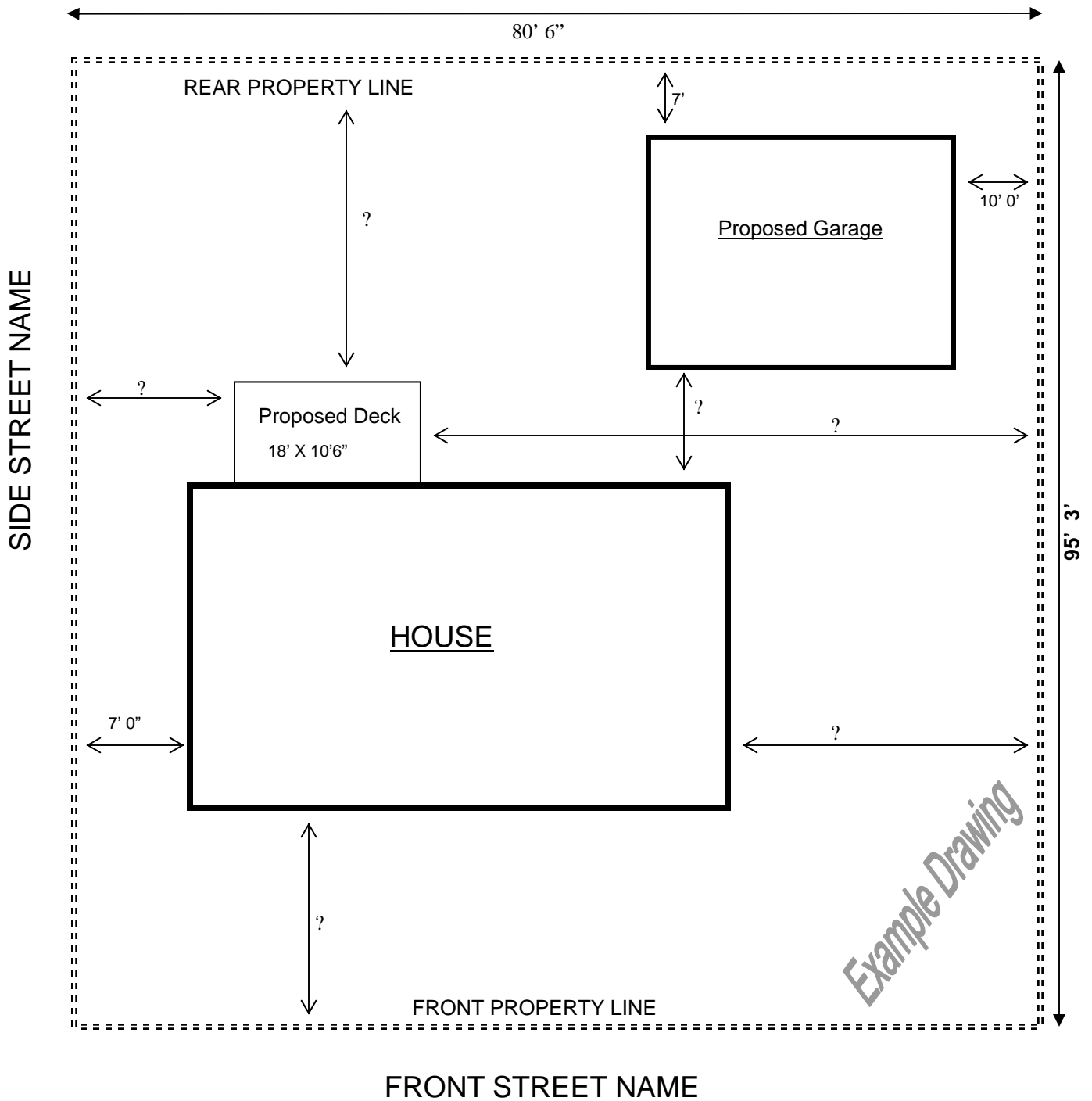
**Veenstra & Kimm Engineering**  
3000 Westown Parkway  
West Des Moines, IA 50266-1320  
515 850-2980

- Footings .....Prior to pouring concrete, after forms and rods.
- Footing Walls.....Prior to pouring concrete, non centered uprights tied to center.
- Deck post holes.....Prior to pouring, at least 42" deep.
- Electrical Temp Pole.....No Inspection needed.
- Tar Tile Gravel.....Prior to Backfill (**may be inspected during plumbing ground work**)
- Sewer/Storm/Water.....Drainage pipe with 5ft head, gravel bed, Tracer wire on PEX.
- Groundwork.....5ft head wet test or air test, gravel bed, staked down.
- Plumbing Rough.....Prior to insulation, wet test 10ft head or an air test.
- Electrical Rough.....Prior to insulation, Ground, Panel & Meter box installed
- HVAC Rough.....Prior to insulation
- Framing Rough.....Prior to insulation, after all mechanicals roughed in.\*
- Insulation.....Prior to drywall. **No VK inspection needed if Performance test is done.**  
**(Send us the data before Final please)**
- Sidewalk & Approach.....Prior to pouring concrete, granular compacted gravel. Stop Box cap sleeved with metal.
- Final.....Structure may not be occupied until final inspection and Certificate of Occupancy has been issued.

**Call V&K at 515 850-2980 to schedule an inspection**  
**Inspections are between 8:00 and 4:30pm M-F**

*Temporary **safety railings** are required around open stairwells **before** mechanicals are installed!  
(Portable Toilet posted house numbers and dumpster required on job sites.)*

# Example Site Plan



Site plans shall include distances from all building to all lot lines and distances from building to building.



# SITE PLAN

STREET ADDRESS: \_\_\_\_\_ USE OF BUILDINGS ON LOT \_\_\_\_\_

PROPOSED USE OF NEW IMPROVEMENT \_\_\_\_\_

