



515 Clark Avenue  
Ames, IA 50010  
Phone 515.239.5153  
Fax 515.239.5404  
[inspections@cityofames.org](mailto:inspections@cityofames.org)

## NEW HOUSE

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### SUBMITTAL DOCUMENTS

- ☐ Building Permit Application
- ☐ Site plan showing:
  - All buildings on the property
  - Distance to all property lines from the buildings
  - Any easements on the property
- ☐ Detailed building plans showing:
  - Floor plans
  - Elevations
  - Roof framing plan/truss design certification
- ☐ REScheck energy compliance worksheet (available at [www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck))
- ☐ Construction Site Erosion and Sediment Control Permit Application (COSESCO) and a residential Storm Water Pollution Prevention Plan (SWPPP)
- ☐ Driveway/Curb Cut application
- ☐ Meter Request application
- ☐ If the new house will be in the Somerset Subdivision, the building plans shall be required to be stamped and signed with the developer's approval
- ☐ Electrical, mechanical, and plumbing work must be done by licensed contractors under separate permits
- ☐ *Additional information as necessary to ensure safe and code compliant construction – you will be informed of any required additional information when your application and plans are reviewed*



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## BUILDING PERMIT APPLICATION

**\*CONSTRUCTION PLANS MUST BE SUBMITTED WITH THE BUILDING PERMIT APPLICATION\***

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

Project Description \_\_\_\_\_

Project Square Feet \_\_\_\_\_ Project Valuation (Required) \_\_\_\_\_

**Note: The Project Valuation shall include total value of work, including materials and labor, for which the permit is being issued, including electrical, gas, mechanical, plumbing equipment and permanent systems. If, in the opinion of the Building Official, the valuation is underestimated on the application, the final building permit valuation shall be set by the Building Official.**

Applicant is:    ☐ Property Owner    ☐ Tenant    ☐ Contractor    ☐ Architect    ☐ Engineer

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

If contractor, provide property owner or tenant name \_\_\_\_\_

If contractor, provide Iowa Division of Labor Contractor Registration No. \_\_\_\_\_

Subcontractors who will also work on this project:

Electrical \_\_\_\_\_ Plumbing \_\_\_\_\_ Mechanical \_\_\_\_\_

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



**City of Ames Construction Site Erosion and Sediment Control (COSESCO) Permit Application**

Site Name & Location (Address & Legal Description): \_\_\_\_\_

Watershed (Onion Creek, Ioway Creek, Clear Creek, College Creek, Worrell Creek, S. Skunk River)

Watershed Map included in application for reference: \_\_\_\_\_

Amount of impervious area on the site post construction: \_\_\_\_\_ square feet

Description of work to be performed: \_\_\_\_\_

Estimated date work will commence: \_\_\_\_\_

Estimated date work is to be completed: \_\_\_\_\_

Area of site: \_\_\_\_\_ acres

Approximate areas to be disturbed: \_\_\_\_\_ acres

**IDENTIFY (USING YOUR INITIALS) ALL OF THE FOLLOWING THAT APPLY**

\_\_\_\_\_ Iowa General Permit Number 2 **is required** for this site. The Iowa NPDES General Permit # 2 authorization number is: \_\_\_\_\_.

*The site disturbs one acre or greater or is less than one acre but part of a larger area of development which requires a NPDES Permit.*

\_\_\_\_\_ Site does not require a Iowa DNR GP#2 or City of Ames COSESCO Permit (5A)

*If the site is less than one acre disturbed and is not part of a larger area of development, then this COSESCO Permit (city code 5A) is not required.*

**Flood Plain Development: Identify which applies**

\_\_\_\_\_ No, Floodplain or Floodway are **not** located on this site/lot

\_\_\_\_\_ Yes, Floodplain or Floodway **are** located on this site/lot

A Floodplain Development Permit Application has been submitted and approved:

Yes \_\_\_\_\_ No \_\_\_\_\_ Submitted/Pending Approval \_\_\_\_\_

**Easement Information: Identify which applies**

\_\_\_\_\_ No, Easements are **not** located on this site/lot

\_\_\_\_\_ Yes, Easements **are** located on this site/lot

Are all structures, retaining walls, block & hardscape landscaping, window wells, and fences located **outside** of easement areas: Yes \_\_\_\_\_ No \_\_\_\_\_

**Minimum Protection Elevation (MPE): Identify which applies**

\_\_\_\_\_The Structure **is not** adjacent to a basin, controlled swale, stream, or other storm water management practice.

\_\_\_\_\_The Structure is adjacent to a basin, swale, stream, or other storm water management practice and a minimum protection elevation is required for this lot/site.

List MPE (feet and datum): \_\_\_\_\_

List the lowest opening elevation: \_\_\_\_\_

*The Minimum Protection Elevation Form is included with this application.*

*Sites and Subdivisions approved prior to Post Construction Storm Water Management ordinance (5B) do not apply unless indicated on the approved plan set.*

**Application Fee: Identify which applies**

**Residential Homebuilding Lot** COESCO Permit Fee: \$250 \_\_\_\_\_  
(Fee includes SWPPP review and city SWPPP site inspections)

**Major/Minor Site Plan** COESCO Permit Fee 1<sup>st</sup> Year Period: \$350 \_\_\_\_\_  
(Each additional year site is active permit shall be renewed with a fee of \$250 per year.  
Fee includes SWPPP review and city SWPPP site inspections)

*Note: There is a separate fee (\$250) for storm water management review due at time of site plan submittal.*

**Subdivision** Stormwater Management and/or SWPPP Plan Review: \$600 \_\_\_\_\_  
*(Due at time of subdivision plan submittal.)*

*Note: Inspections at subdivisions are billed per staff time.*

\_\_\_\_\_“A Stormwater Pollution Prevention Plan (SWPPP) has been prepared for this property and **a current copy will be provided to the city as part of this application.** In addition, written evidence of continued compliance with the requirements of NPDES General Permit No. 2, including but not limited to SWPPP updates and weekly inspection logs shall be provided to the City in accordance with this ordinance.”

- A. \_\_\_\_\_ “As owner, I have **NOT ACCEPTED** a transfer of liability.”  
*When a NPDES permit holder submits this COESCO Permit Application.  
Typically used with subdivisions or major minor site plans when a NPDES GP# is required and has not been transferred from one party to another.*
- B. \_\_\_\_\_ “As owner, I **HAVE ACCEPTED** a transfer of liability and agreed to become the sole responsible permittee for stormwater compliance under the requirements of NPDES General Permit No. 2. Written evidence of this transfer will be provided to the city as part of this application”  
*Typically used when a lot is sold from a developer to a new owner who will build on the property. Responsibility of stormwater pollution prevention is transferred to the new owner.*
- C. \_\_\_\_\_ “As a contractor, or subcontractor, under the requirements of the Iowa NPDES General Permit No. 2, **I have signed the certification statement as a co-permittee**, and a copy shall be provided to the city as part of this application.” (When permit is not transferred but a party becomes a co-permittee to IDNR General Permit #2. A co-permittee form is signed).

### **Notification Statement**

- A. The Holder of the Iowa NPDES General Permit Number 2 can transfer Iowa NPDES General Permit Number 2 responsibility to homebuilders, new lot owners, contractors, and subcontractors. Transferees must agree to the transfer in writing and must agree to fulfill all obligations of the SWPPP, and the Iowa NPDES General Permit Number 2. Absent such written confirmation of transfer obligations, the applicant remains responsible for compliance on any lot that has been sold. The builder will not receive a COSESCO permit until a transfer agreement has been provide.
- B. The applicant shall notify the City in writing a minimum of 5 working days prior to any application to the IDNR for release of any property from a General Permit Number 2.

#### **The following attachments shall also be provided:**

<b>√ Complete</b>	<b>Description</b>
	<b>Fee: Refer to Ordinance No. 3875 Sec. 5.A.2(2) and (3)</b> An application fee at the time of application in the amount set from time to time by City Council resolution. For each inspection required by the ordinance, the applicant shall pay an inspection fee in the amount set from time to time, by resolution of City Council.
	<b>Grading plan--</b> prepared by a licensed engineer or land surveyor showing the proposed work, the boundaries and dimensions of the property, the location of streets, sidewalks and sewers in the area of the property, and the actual location of the property where the proposed work is to occur. This would also include the property and other properties in the area sufficient to show topography, drainage patterns, existing facilities and vegetation and other natural features.
	<b>Stormwater Pollution Prevention Plan:</b> Includes any other sketches, maps, studies, engineering reports, tests, profiles, cross-sections, construction plans and specifications the city may require to fully analyze the risk of erosion and pollution potential and the procedures available to prevent the same. Includes all required information in IDNR General Permit Number 2.
	<b>NPDES Stormwater Discharge Permit-General Permit Number 2</b> - Letter of Authorization from IDNR or Copy of IDNR database showing permit status
	<b>Elevation Certificate:</b> A Construction Site Erosion and Sediment Control (COSESCO) Permit may be issued with the condition that the lowest protected level (lowest opening or protective flood barrier that achieves the same result) will be protected to a minimum of three (3) feet above the one hundred (100) year water surface elevation within the adjacent swale, steam or stormwater management best management practice (BMP). <b>Part A</b> of the Elevation Certificate form shall be completed and provided with the building permit application. <b>Part B</b> of the Elevation Certificate form shall be completed and certified prior to Certificate of Occupancy. The applicant shall have a professional land surveyor, engineer or architect certify that the lowest protected level (lowest opening or protective flood barrier that achieves the same result) complies with requirements acknowledged by the applicant at the building permit application state. <i>Sites and Subdivisions approved prior to Post Construction Storm Water Management ordinance (5B) do not apply unless indicated on the approved plan set.</i>

**Individual and Company applying for this permit.**

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

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Property Owner**

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

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Contractors Having Responsibility on the construction site:**

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

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

# Elevation Certificate

## **PART A: To be completed and provided with Building Permit Application**

(APPLICANT SHOULD RETAIN A COPY TO SUBMIT WHEN APPLYING FOR CERTIFICATE OF OCCUPANCY)

The applicant shall certify that they are aware that a Minimum Protection Elevation (MPE) has been established for the property in question and what that elevation has been determined to be:

Property Address:	
Legal Description:	
MPE (feet and datum):	Source of MPE information: <input type="checkbox"/> Subdivision Plat <input type="checkbox"/> FEMA FIRM Map Panel _____ <input type="checkbox"/> Other _____
Applicant (print name and company, as applies):	
Signature:	Date:

## **PART B: To be completed and certified prior to Certificate of Occupancy**

The applicant shall have a professional land surveyor, engineer or architect certify that the lowest protected level (lowest opening or protective flood barrier that achieves the same result) complies with requirements acknowledged by the applicant at the building permit application stage.

For the property listed above, the lowest protected elevation has been verified to be: _____ feet.	
The following method of flood protection has been employed: <input type="checkbox"/> Lowest floor opening (walkout) <input type="checkbox"/> Lowest floor foundation wall opening <input type="checkbox"/> Window well (water resistant) <input type="checkbox"/> Earthen Berm (grade)  <input type="checkbox"/> Other _____	
Signature (Professional Land Surveyor, Engineer or Architect):	Date:

**A building permit may be issued with the condition that the lowest protected level (lowest opening or protective flood barrier that achieves the same result) will be protected to a minimum of three (3) feet above the one hundred (100) year water surface elevation within the adjacent swale, stream or stormwater management best management practice (BMP).**

*See section 5B.3(7)(r) of the City of Ames Post Construction Stormwater Ordinance.*

**By signing this application form, the applicant/permittee understand that:**

- This permit must be approved prior to construction activity on site.
- Compaction reduction must be achieved by deep tilling a minimum of six inches during final stabilization for both seeding and sodding
- Concrete washout must be contained when washing out on site
- Perimeter Controls must be in place prior to land disturbing activities unless clearing and grading is required.
- Inlet protection must be below grade in paved areas after street inlets are installed.
- This site must stay in compliance with Iowa NPDES General Permit #2 and the City of Ames 5A and 5B City Code.

<b>Signature of Applicant:</b>   <b>Print Name:</b>	<b>Signature of Owner (if different from applicant)</b>   <b>Print Name:</b>
<b>Date:</b>	<b>Date:</b>

Please Note: Applicant's failure to provide current, accurate information shall constitute a violation of Ordinance No. 3875.

**Permit Approval Date:** \_\_\_\_\_

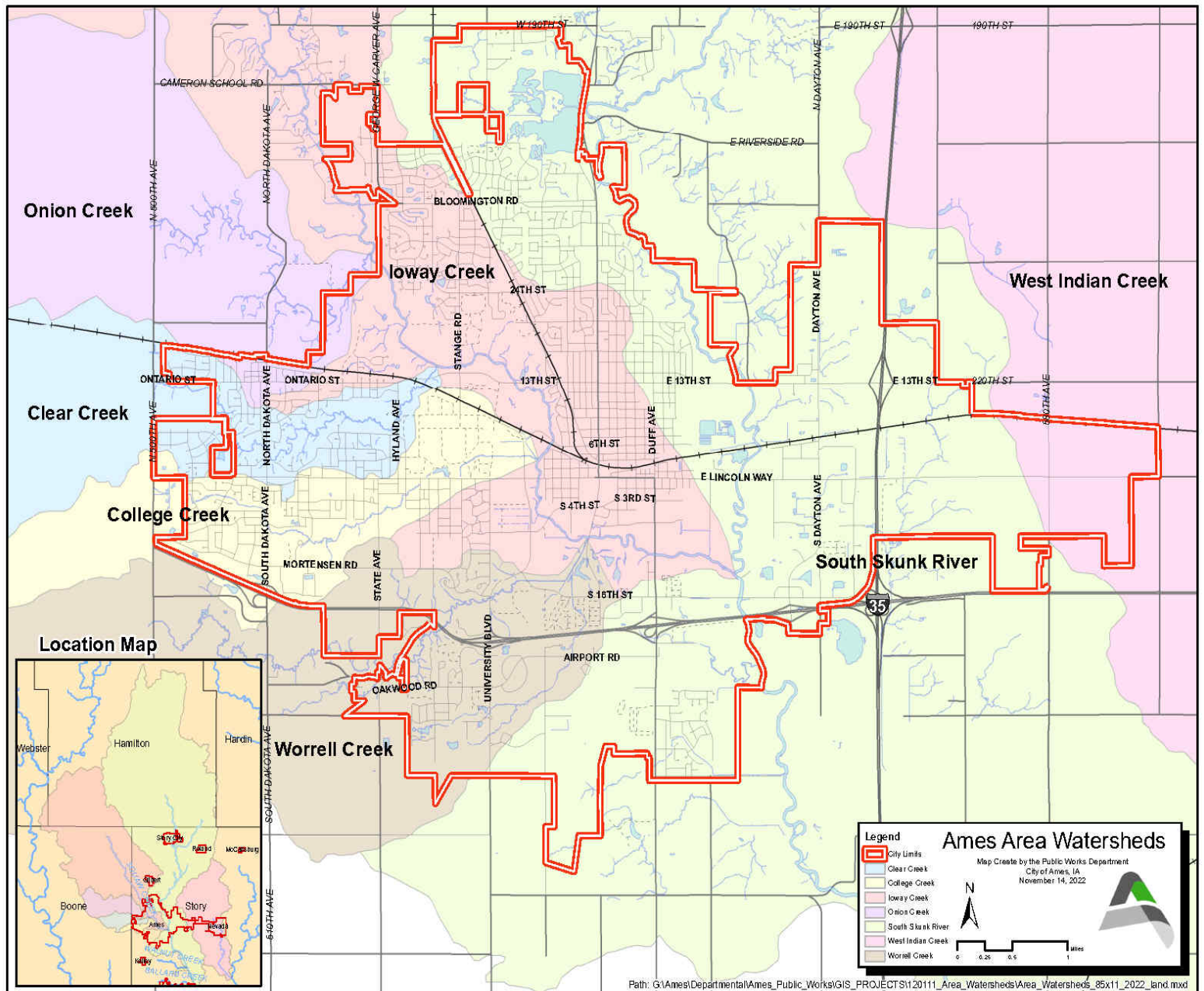
(Each additional year site is active permit shall be renewed. A \$250 fee will apply)

**Approved:** \_\_\_\_\_  
(City Staff)

**COSESCO Permit Number:** \_\_\_\_\_

**Parcel ID #:** \_\_\_\_\_







CITY OF AMES UTILITY CUSTOMER SERVICES  
515 CLARK AVENUE  
PO BOX 811  
AMES, IA 50010  
515-239-5120  
FAX 515-239-5286

## Meter Request Form

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

If multi-unit, list apartment or suite numbers: \_\_\_\_\_

Numbers must be at least three digits long, starting with the floor number followed by the apartment number. For example, apartment 1 on floor 1 would be number 101, and apartment 5 on floor 3 would be 305.

What will be the primary use of this structure? \_\_\_\_\_ Residential Use \_\_\_\_\_ Commercial Use

Each apartment must be individually metered for electric service unless prior written approval is obtained from the City of Ames Electric Services - Electric Engineering Division.

Will each apartment be individually metered for water service? \_\_\_\_\_ YES \_\_\_\_\_ No.

Please Indicate **ALL** Meters That Will Be Needed For This Location:

_____ Temporary Electric	_____ Yard Meter, a meter installed after the water meter to measure water (typically for outdoor uses) that does not discharge to the sanitary sewer.
_____ Permanent Electric	
_____ Water Meter	_____ Water Only/Irrigation Meter, a meter installed on a separate service line to measure water that does not discharge to the sanitary sewer or water used by an irrigation system.

Orders for meters will be sent to the Electric Meter and/or Water Meter Divisions within one week of receipt of this form in the Utility Customer Service office. **Contact the Electric Meter Lab (239-5510) or the Water Meter Division (239-5151) when you need meters installed.**

Please Complete The Following Information To Assure Proper Billing:

Electrician: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumber: \_\_\_\_\_ Phone: \_\_\_\_\_

Builder: \_\_\_\_\_ Phone: \_\_\_\_\_

The person/company listed below agrees to abide by the Utility's rules as listed in the City Tariff and shall pay all bills rendered for meters and utility consumption. If the person/company listed below is not a current or previous customer of the City of Ames Utilities, then the person/company must complete an application for service before this meter request will be processed.

Customer Name: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Owner or Builder

\_\_\_\_\_  
Date



## DRIVEWAY ACCESS AND PAVING APPLICATION

Submit to Administrative Services Division  
515 Clark Ave, Room 205, Ames, IA 50010  
515-239-5160 FAX 515-239-5261  
www.cityofames.org

**The City of Ames requires a permit for all paving of a new on-site driveway, replacement of an existing on-site driveway, expansion of a driveway, or construction of a driveway approach or replacement of an existing driveway approach in the right-of-way.**

**All paving is subject to standards of the Ames Municipal Code for minimum and maximum dimensions and locations of driveways and parking. An inspection of the driveway installation is also required to close out the permit as completed and receive a certificate of occupancy if applicable.**

**Routine maintenance and repair of a portion of a driveway are exempt from requiring a permit prior to paving. However, replacement or reconstruction of a driveway is not maintenance and requires conformance to current standards and requires a permit. Paving of a gravel driveway will also require paving of the driveway approach.**

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A complete application form with a dimensioned sketch of the proposed driveway configuration shall be included with this application. See detail requirements of the driveway sketch below.

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

Applicant is: ☐ Property Owner ☐ Contractor

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

If contractor, provide the property owner's name \_\_\_\_\_

If contractor, provide State of Iowa Contractor Registration No. \_\_\_\_\_

☐ Driveway and Approach ☐ Driveway On-Site only ☐ Driveway Approach Only

The permit fee is \$100.00 for review of the application and an on-site inspection of the paving. Payment of the fee is required prior to issuance of the permit.

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

Example of Complete Site Plan and Standard Specifications are show below – **Please show dimensions for measurements marked with an 'x' with the submittal.**

**A complete application will be reviewed by the Planning Division and Transportation Division within 5 working days.**

## Summary of Standards

Paving is only permitted in the front yard if it leads to an attached garage or to uncovered parking in the side or rear yard. The front yard extends for the full width of the lot. Chapter 29 (Zoning Ordinance) and City adopted standards of the Statewide Urban Design & Specifications (SUDAS) include standards for the dimensions, design, and location of driveways. All driveways will be reviewed and inspected for conformance to these standards.

### Driveway Width

On-site driveway width is limited in width based upon the size of the garage or parking spaces on the site. Width is measured at the sidewalk transition or at the property line as it relates to the size of the garage directly accessed from the street.

1-Car	Minimum of 9 feet, maximum of 12 feet
2-Car	Minimum of 9 feet, maximum of 20 feet
3 and 3+ Car	Minimum of 9 feet, maximum of 24 feet

Paving can widen out from the sidewalk to the width of the garage.

An exception to exceed the maximum width is allowed for the addition of a “flared” parking area located to outside edge of the driveway and in conformance with the other standards. Flares require generally a 45-degree taper extending out 5 feet from the driveway.

Paving a driveway in front of the portion of home that is not the garage is prohibited. An exception of up to four feet for a 1-car garage site may be approved by the Planning Division when no other option to widen a driveway exists.

On-site turnarounds may be permitted for high-volume streets or lengthy driveways as an exception to the width and location requirements.

All sites are subject to conformance to maximum impervious coverage limits based upon zoning.

### Driveway Approach Width

The width of the approach must be proportional to the on-site driveway width, with a minimum of 10 feet. The maximum width is determined in relation to the on-site driveway width for a 1, 2, or 3 or more car garage.

In addition to the width of the approach, flares of 3-5 feet are required. Flares must be a minimum of 1-foot from the property line.

The driveway approach width cannot be increased to match the width of a “flared” parking area.

### Sidewalks Across Driveways and Approaches

All sidewalks crossing a driveway in the Right-of-Way (ROW) are subject to SUDAS for design specifications. Special attention shall apply to conformance with cross slope requirements of a maximum of 2.0%. The City of Ames recommends that a sidewalk be poured separately from the approach and driveway to more easily meet the cross-slope standard and to design the sidewalk with a 1.5% cross slope to address construction tolerances. **No sidewalk in excess of 2.0% will be accepted by the City of Ames as compliant. Removal of driveways and sidewalk and a new pour of concrete will be required to make a sidewalk conforming.**

## Paving Inspections

To complete a driveway permit and inspection of the driveway is required.

A final inspection is required within 48 hours of the driveway being poured.

Inspections may be requested by calling Administrative Services at 515-23-5153 or through our online permitting portal at

[https://energov.cityofames.org/EnerGov\\_PROD/SelfService/AmesIAProd#/home](https://energov.cityofames.org/EnerGov_PROD/SelfService/AmesIAProd#/home).

If you would like an inspector to look at the framing of the driveway before pouring, you may request a code consultation in the same manner you would an inspection. The code consultation will be scheduled between 9:30-11:30 and 1:30-3:30 M-F subject to standard scheduling policies of the Inspection Division.

**If there is no inspection request or the paving does not comply with the permit upon inspection, the City may withhold Occupancy Permits until a site is in compliance and/or issue a municipal infraction for noncompliance.**

## Number of driveways

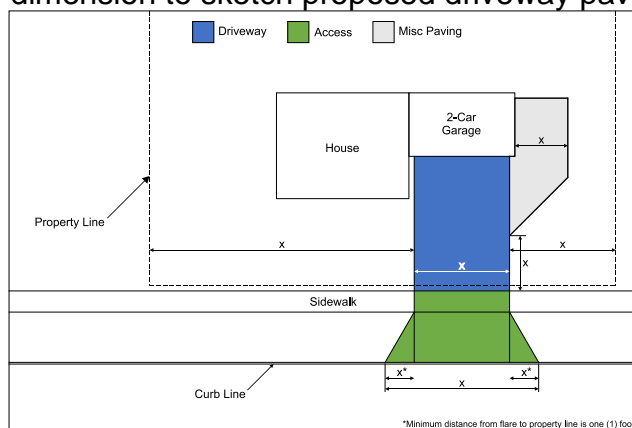
A property may have only one driveway unless there is 150 linear feet of frontage. Driveways must still lead directly to a parking space and meet separation requirements. This means “looped” driveways are typically will not comply with these standards.

# ACCESS AND PAVING PERMIT SUBMITTAL GUIDELINES

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1. Permit Application
2. Dimensioned Site plan showing:
  - a. All buildings on the property
  - b. Location and dimensions of the proposed driveway with distances from lot lines
  - c. Location and dimensions of all existing driveways on the property
  - d. Driveway width at sidewalk
  - e. Driveway access width at the curb, edge of flare to property line
  - f. Any fire hydrants, manholes, or utility located within 5' of the proposed location.

Example of Site information and dimension requirements. Applicant may use an aerial photo with a scale or annotated dimension to sketch proposed driveway paving.



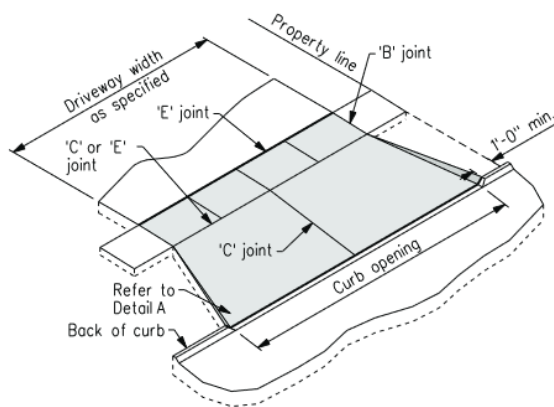
## ADDITIONAL INFORMATION

All driveways are subject to Public Works design requirements based upon SUDAS. The following are standards details for conformance to these standards. The City's Traffic Engineer can consider unique conditions for deviations to these details, i.e. significantly curved lot frontages on cul-de-sacs.

Driveway approaches and sidewalks must be concrete in accordance with City of Ames Supplemental standards and SUDAS specifications.

Driveway Approaches must be a minimum of six (6) inches thick and have an expansion joint between the back of curb and the approach.

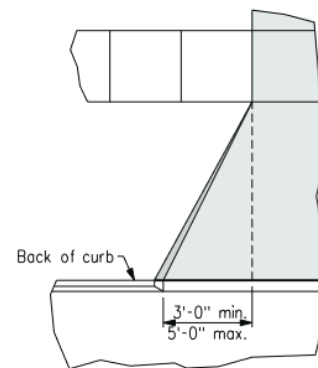
On-site driveways and sidewalks may be a minimum of 5 inches thick.



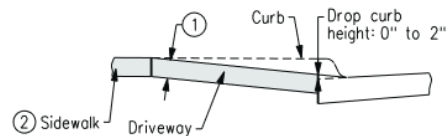
TYPE A WITH FLARES

- ① Pavement thickness.  
Residential: 6 inches minimum.
- ② Sidewalk thickness through driveway to match thickness of driveway.

NOTE: See SUDAS figure 7030.101 for more detail



DETAIL A



TYPICAL SECTION