

515 Clark Avenue Ames, IA 50010 Phone 515.239.5153 Fax 515.239.5404 inspections@cityofames.org

NEW HOUSE

reviewed

SU	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)		
	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		



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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 (Require	d)	
Note: The Project Valuation shall incluissued, including electrical, gas, mec Building Official, the valuation is unde the Building Official.	hanical, plumbing equi	pment and permane	nt systems. If, in th	e opinion of the
Applicant is: Property Own	ner 🗆 Tenant	☐ Contractor	☐ Architect	☐ Engineer
Name		Phone		
Company		Email		
Mailing Address				
If contractor, provide property o	wner or tenant nam	ie		
If contractor, provide Iowa Divisi	on of Labor Contrac	tor Registration No)	
Subcontractors who will also wo		Med	chanical	
Applicant Signature		Dat	e	

<u>Departments of Public Works and Building Inspections</u>
515 Clark, P.O. Box 811 Ames, IA 50010 Public Works Ph. 515-239-5160 Building Inspections Ph. 515-239-5153



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** COSESCO Permit Fee: \$250 (Fee includes SWPPP review and city SWPPP site inspections) Major/Minor Site Plan COSESCO Permit Fee 1st 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." "As owner, I have **NOT ACCEPTED** a transfer of liability." A. When a NPDES permit holder submits this COSESCO 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:

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√ Complete	Description		
	Fee: Refer to Ordinance No. 3875 Sec. 5.A.2(2) and (3)		
	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.		
	Grading plan 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.		
	Stormwater Pollution Prevention Plan: 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.		
	NPDES Stormwater Discharge Permit-General Permit Number 2 - Letter of		
	Authorization from IDNR or Copy of IDNR database showing permit status		
	Authorization from ibrary of copy of ibrary database showing permit status		
	Elevation Certificate: 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).		
	Part A of the Elevation Certificate form shall be completed and provided with the building		
	permit application.		
	Part 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.		
	Sites and Subdivisions approved prior to Post Construction Storm Water Management		
	ordinance (5B) do not apply unless indicated on the approved plan set.		

Individual and Company applying for this permit. Name: ____ Company Name: _____ City: _____ State: ____ Zip Code: _____ Telephone #: _____ Email Address: _____ **Property Owner** Company Name: City: _____ State: ____ Zip Code: _____ Telephone #: Email Address: **Contractors Having Responsibility on the construction site:** Company Name: 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: □ Subdivision Plat □ FEMA FIRM Map Panel □ 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 be	en employed:		
□ Lowest floor openin	g (walkout)	☐ Lowest floor foundation wall opening		
□ Window well (water resistant)		□ Earthen Berm (grade)		
□ Other				
Signature (Professiona	al Land Surveyor, Engine	er or Architect):	Date:	

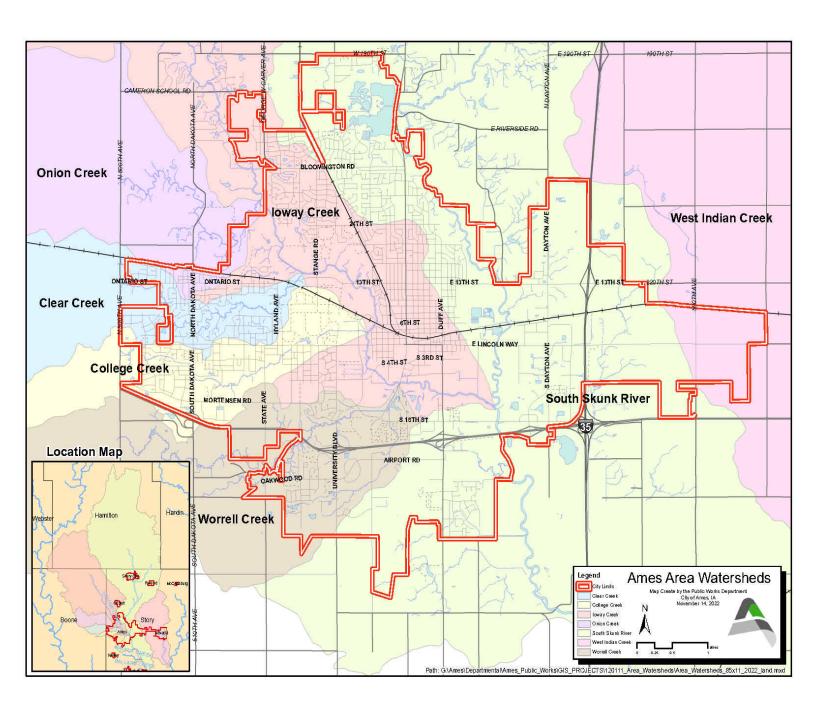
A building permit may be issued with the condition that the lowest protected level (lowest opening or protective flood barrier that achieves the same result) will be protected to a minimum of three (3) feet above the one hundred (100) year water surface elevation within the adjacent swale, stream or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

	Signature of Applicant:	Signature of Owner (if different from applicant)
	Print Name:	Print Name:
	Date:	Date:
CO	lease Note: Applicant's failure to provide onstitute a violation of Ordinance No. 387	
(Each ac apply)	Iditional year site is active permit shal	l be renewed. A \$250 fee will
Approve (City Sta	ed: ff)	
COSESC	CO Permit Number:	
Parcel II) #:	







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

Service Address:					
If multi-unit, list apartment or Numbers must be at least three digit example, apartment 1 on floor 1 wo	s long, starting with	the floor number followed	by the apartment number. For		
What will be the primary use of this	structure?	_ Residential Use	Commercial Use		
Each apartment must be individually City of Ames Electric Services - Electric Services			en approval is obtained from the		
Will each apartment be individua	lly metered for wat	ter service? YES	No.		
Please Indicate ALL Meters Tha	t Will Be Needed 1	For This Location:			
Temporary Electric		Yard Meter, a meter installed after the water meter to measure water			
Permanent Electric	(typically for out	(typically for outdoor uses) that does not discharge to the sanitary sewer.			
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 form in the Utility Customer Service Division (239-5151) when you nee	e office. Contact th				
Please Complete The Following	Information To As	ssure Proper Billing:			
Electrician:		Phone:_			
Plumber:		Phone:			
Builder:		Phone:_			
The person/company listed below as bills rendered for meters and utility customer of the City of Ames Utiliti meter request will be processed.	consumption. If the	person/company listed be	low is not a current or previous		
Customer Name:					
Mailing Address:					
Signature of Owner or Bu	ilder		Date		

DRIVEWAY ACCESS AND PAVING APPLICATION



Submit to Administrative Services Division 515 Clark Ave, Room 205, Ames, IA 50010 515-239-5160 1 inspections@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. Paving of a driveway in the rear yard from an alley does not require a permit, but is subject to zoning standards.

All paving is subject to standards, regardless of requiring a permit, 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.

A complete application form with a dimensioned sketch of the proposed driveway configuration shall be included with this application. See detail requirements for 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 #_____ ☐ Driveway and Approach ☐ Driveway On-Site only ☐ Driveway Approach Only Scope Of Work (Replace existing, modifying existing, new driveway, new paving of gravel, addition to existing driveway): 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 _____

Site Plan Example and Standard Specifications

An example of a Complete Site Plan and Standard Specifications are shown 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.

<u>Summary of Standards (See Chapter 29 of Ames Municipal Code for Zoning Standards)</u>

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 along all street frontages 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, including approaches, will be reviewed and inspected for conformance to these standards. All sites are subject to conformance to maximum impervious coverage limits based upon zoning.

Driveway Width

Driveways on-site are limited in width to matching the width of the garage up to a maximum of 28 feet. The width is measured at the property line/back edge of the sidewalk.

A maximum of 12 feet of width is allowed for a driveway that does not lead directly to a garage and for loop driveways, see additional driveway standards below.

At the curb line, the maximum width of a driveway approach shall correspond to the on-site driveway dimensions and cannot exceed 34 feet inclusive of required flares. For example, a 28-foot-wide driveway would be required to have 3-foot flares for a total width of 34 feet. A driveway that is 24 feet in width could have 5-foot flares for a total width of 34 feet.

Exceptions For Front Yard Parking and Driveways

An exception to exceed the maximum width on site is allowed for the addition of an angled or "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 a home 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 certain high-volume streets or lengthy driveways as an exception to the width and location requirements.

<u>Driveway Approach Width in the ROW</u>

The width of the approach must align with the on-site driveway width. The minimum width is 10 feet. 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 total width inclusive of flares must match the width of the on-site parking, but in no event exceed 34 feet at the curb line.

Number of driveways

A property may have only one driveway unless there is 100 linear feet of frontage along a street. Specific width and spacing requirements apply to having two driveways along the same frontage. The maximum width of each driveway is 12 feet at the sidewalk and 16-22 feet at the curb line inclusive of flare widths. There must be a minimum of a 34-foot separation between driveways as measured at the curb line.

Sidewalks Across Driveways and Approaches

All sidewalks crossing a driveway in the Right-of-Way 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 the driveway permit process an 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 515-239-5153 or through our online permitting portal at

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.

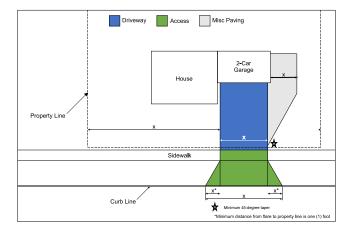
ACCESS AND PAVING PERMIT SUBMITTAL GUIDELINES

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.

See example next page

Example of site information and dimension requirements. The 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.

