NEW HOUSE

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 reviewed
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

FOR OFFICE USE

Examiner Notes


Approved by

Date

Permit No
City of Ames Construction Site Erosion and Sediment Control (COSESCO) Permit Application

Site Name & Location (Address & Legal Description):
________________________________________

Watershed (Watershed map is on the City of Ames Website).
http://www.cityofames.org/worksweb/default.htm

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

Application Fee: Identify which applies
Residential Homebuilding Lot: $200 _______
Major & Minor Site Plan Review and Permit Fee of 1st Year Period: $300 _______
(Each additional year site is active permit shall be renewed with a fee of $200 per year)
Subdivision Plan Review: $450 _______
(Stormwater Management Plan &/or Pollution Prevention Plan Review)
FYI: When the site becomes active inspections at subdivisions are billed per staff time
Exempt: City/State Entities ________

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

_________ An Iowa NPDES General Permit Number 2 is not required for this site.

_________ An Iowa General Permit Number 2 is required for this site. The Iowa NPDES
General Permit # 2 authorization number is: _____________________.

_________ “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 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”

B. ____________ “As owner, I have NOT ACCEPTED a transfer of liability.”

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

This site will be vegetated from Sod ______ Seeding ______ Combination of sod and seed_________

If seeded which type of mulch will be used: Straw ______ Hydro-Mulch________
Compost: _______ Rolled Erosion Control Mat___________________

The following attachments shall also be provided:

<table>
<thead>
<tr>
<th>√ Complete</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>NPDES Stormwater Discharge Permit-General Permit Number 2—Letter of Authorization from IDNR</td>
<td></td>
</tr>
</tbody>
</table>

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.

Permit Holder Information (IDNR general permit No. 2 and City of Ames COSESCO permit):

Name: ____________________________________________________________

Company Name: ____________________________________________________

Address: __________________________________________________________

City: ________________ State: __________ Zip Code: __________

Telephone #: ___________________ Email Address: ______________________

Property Owner (if different from Permit Holder):

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: ______________________
By signing this application form, the 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 Ames City Code.

<table>
<thead>
<tr>
<th>Signature of Applicant:</th>
<th>Signature of Owner (if different from applicant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name:</td>
<td>Print Name:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

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 $200 fee will apply)

Approved: __________________________
(City Staff)

C OSESCO Permit Number: __________________________

Parcel ID #: __________________________
Single Family Home Lot SWPPP Plan
(Shall be submitted with COSESCO Permit Application)

Show on SWPPP/Erosion Control Plan

- A stabilized rock construction entrances/exits, to prevent off-site tracking.
- Location of sediment barriers (silt fence or wattles).
- Surface waters such as detention ponds or drainage swales if any are on site.
- Any Easements on the site.
- Inlet protection on or near the lot.
- Location of Concrete Washout Area. Washout on site must be contained.
- Drainage Patterns by flow direction arrows.
- Location of Dumpster - waste materials including but not limited to: construction debris, liquid and hazardous waste, containment to prevent loose and/or lightweight materials from being carried by wind. (Materials should be contained.
- Porta-Potty Location – Not required but suggested.
- Have a note on plan to maintain practices in effective operating conditions such as having no gaps/rips/tears in sediment controls. Controls need to be secure to the ground so water does not run under or around them.
- Have a not on the plat that states soil must be worked (tilled, disked, or plowed) a minimum of 6” depth to meet compaction reduction requirements prior to permanent stabilization (sodding/seeding).

SWPPP Inspection Requirements on Single Family Lots.

- A qualified person (provided by the discharger) shall inspect disturbed areas of the construction site that have not been finally stabilized at lease once every seven calendar days.
- Disturbed areas and areas used for storage of materials that are exposed to precipitation shall be inspected for evidence, or the potential for pollutants entering the drainage system. Erosion and sediment control measures and permit pollution prevention measures identified in the plan shall be inspected and changes should be revised as soon as practicable. Modifications shall provide for timely implementation of any changes to the plan within 3 calendar days following the inspection.

Inspection Report Information.

- A Report summarizing the scope of the inspection, names, and qualification of personnel making the inspection, the date of the inspection, major observations relating to the implementation of the storm water pollution prevention plan and actions taken to keep the plan and site in compliance. Inspection reports must be retained for at least three years or until project termination. The reports must be signed in accordance with part VI.G of the NPDES general permit #2.
- Reports should describe the condition of sediment and erosion controls and if they are functioning effectively or need maintenance. Additional controls or removal of controls should be noted in the inspection report and on the site map. The site map should be updated as changes occur. Proper disposal of construction wastes should be noted in the report.
Stormwater Pollution Prevention Inspection Report for Single Homebuilding Lots. A inspection shall be done at least every 7 days.

Lot Address:
Date:
Inspector:
COSESCO Permit #:
COSESCO Permittee:
Type of Inspection: ☐ Routine ☐ Complaint ☐ Return Compliance

Soil Condition
☐ Dry ☐ Saturated ☐ Frozen ☐ Snow Covered

Is the driveway stabilized?
☐ Yes – Rock ☐ Yes – Paved ☐ No, Requires maintenance ☐ No - Foundation/Backfilling Work
☐ Frozen/Snow covered

Does soil need cleaned off the street?
☐ Yes ☐ No

Does trash on this lot need cleaned up?
☐ Yes ☐ No

Are the down slope perimeters of the lot protected with sediment controls?
☐ Yes ☐ No ☐ Additional controls need added ☐ Not sure, Covered with snow
☐ Current controls require maintenance ☐ Perimeter Controls are not needed on this lot at this time

Are storm drains on or near this lot protected?
☐ Yes ☐ No ☐ N/A No storm drains are on or near this lot ☐ Not sure, covered with snow

Does seed, mulch, or other stabilizing measures need to be applied or re-applied?
☐ Yes - This lot is built out and needs stabilized ☐ Yes – Controls need re-applied
☐ No - This lot is well stabilized ☐ No – This lot is active

Are hazardous materials stored in appropriate containers away from storm drains and concentrated flows?
☐ Yes ☐ No ☐ N/A No hazardous materials are on this lot

Is the porta-potty on this lot staked down to prevent being knocked or blown over?
☐ Yes ☐ No ☐ N/A - No porta-potty on this lot

Have neighboring lots been torn up as a result of the work on this lot?
☐ Yes ☐ No ☐ N/A Neighboring lot is being built on ☐ Not sure, snow covered

Do neighboring lots require sediment controls to be installed because of the work being done on this lot?
☐ Yes ☐ No ☐ Additional controls need installed on neighboring lot.
☐ Existing controls need maintenance on neighboring lot. ☐ No controls are needed on the neighboring lot at this time.

Does seed, mulch or other stabilizing measures need to be applied or re-applied to the neighboring lot?
☐ No ☐ Not Sure, Snow covered
☐ Yes, The ☐ North ☐ South ☐ East ☐ West neighboring lot needs to be stabilized when this lot is built-out.

List the items that must be corrected:

This report was prepared as a sample report for the City of Ames Construction Site Erosion and Sediment Control (COSESCO) Permit. It does not represent the views of the DNR or EPA. The City of Ames assumes no legal liability for penalties resulting from other regulatory agencies.
CITY OF AMES
TYPICAL RESIDENTIAL SWPPP PROVISIONS
TYPE 'A'

If surface water flowage easement feature present then seed and mulch for establishment of permanent vegetation.

Stockpile protection
- perimeter sediment control (silt fence or other BMP)
- erosion control (seed and mulch to establish vegetative cover)
- maximize distance between sediment control and toe of slope

Sediment Control (Typical) (silt fence or other BMP)

Erosion control protection shall be placed over all disturbed areas (seed and mulch to establish vegetative cover)

Existing Ground Contours

Entrance should be 30 ft in length if possible and consist of 2-3 inch clean crushed stone or recycled concrete. After excavating soil from the area, apply a 6-12 inch layer over entire entrance. Use geotextile under the stone if placed on unimproved soils.

Seed and mulch or seed and place an erosion control mat to help establish vegetative cover on the entire R.O.W.

Back of Curb

Clean Streets
- No sediment or tracking onto streets

Sediment Control (silt fence, compost socks, wattles, or other similar BMPs)

Note: Additional rows of sediment control may be needed on steeper slopes to break-up slope length. Place controls on the contour. When installing on the contour, the base of each end of silt fence should be at the same elevation as the top of the center of the fence in order to impound water.

Gravel construction entrance

Note: Install the entrance immediately following the placement of footing and foundation structures.

Direction of surface water runoff

Erosion control mat and vegetation

Waste containment

Note: Indicate where wastes will be contained on-site (construction debris, concrete washout, sanitary waste, paint and other chemicals) or indicate that you will use regional/development structures.

Final Stabilization and Soil Quality Restoration

It is recommended that post construction soils have a minimum of 5% organic matter and 45% soil pore space. This can be achieved by incorporating a minimum of 2 inches of organic material such as compost while tilling to a minimum depth of 12 inches.

City of Ames, Iowa
Building Inspections Division
CITY OF AMES
TYPICAL RESIDENTIAL SWPPP PROVISIONS
TYPE ‘B’

If surface water flowage easement feature present then seed and mulch for establishment of permanent vegetation.

Stockpile protection
- perimeter sediment control
- erosion control
  - seed and mulch to establish vegetative cover
- maximize distance between sediment control and toe of slope

Existing Ground Contours

Property Line

May be required as dictated by site conditions

Erosion control protection shall be placed over all disturbed areas (seed and mulch to establish vegetative cover)

Intermediate slit fence needed if distance from house to rear property line exceeds 100' (typical)

Entrance should be 30 ft in length if possible and consist of 2-3 inch clean crushed stone or recycled concrete. After excavating soil from the area, apply a 6-12 inch layer over entire entrance. Use geotextile under the stone if placed on unfirm soils.

Sediment Control (typical)
(silt fence or other BMP)

Seed and mulch or seed and place an erosion control mat to help establish vegetative cover on the entire R.W.

Clean Streets
- No sediment or tracking onto streets

<X--X--X--X--X>
Sediment Control (silt fence, compost socks, wattles, or other similar BMPs)
Note: Additional rows of sediment control may be needed on steeper slopes to break-up slope length. Place controls on the contour. When installing on the contour, the base of each end of silt fence should be at the same elevation as the top of the center of the fence in order to impound water.

Gravel construction entrance
Note: Install the entrance immediately following the placement of footing and foundation structures.

Direction of surface water runoff

Erosion control mat and vegetation

Waste containment
Note: Indicate where wastes will be contained on-site (construction debris, concrete washout, sanitary waste, paint and other chemicals or indicate that you will use regional/development structures)

Final Stabilization and Soil Quality Restoration
It is recommended that post construction soils have a minimum of 5% organic matter and 40% soil pore space. This can be achieved by incorporating a minimum of 2 inches of organic material such as compost while filling to a minimum depth of 12 inches.

City of Ames, Iowa
Building Inspections Division
If surface water flowage basement feature present then seed and mulch for establishment of permanent vegetation.

Stockpile protection
- perimeter sediment control (silt fence or other bmp)
- erosion control (seed and mulch to establish vegetative cover)
- maximize distance between sediment control and toe of slope

Erosion control protection shall be placed over all disturbed areas (seed and mulch to establish vegetative cover)

May be required as dictated by site conditions

Existing Ground Contours

Seed and mulch or seed and place an erosion control mat to help establish vegetative cover on the entire R.O.W.

Back of Curb

Clean Streets
- No sediment or trackings onto streets

---

Sediment Control (silt fence, compost socks, wattles, or other similar bmps)

Note: Additional rows of sediment control may be needed on steeper slopes to break-up slope length. Place controls on the contour. When installing on the contour, the base of each end of silt fence should be at the same elevation as the top of the center of the fence in order to impound water.

Gravel construction entrance

Note: Install the entrance immediately following the placement of footing and foundation structures.

Direction of surface water runoff

Erosion control mat and vegetation

Waste containment

Note: Indicate where wastes will be contained on-site (construction debris, concrete washout, sanitary waste, paint and other chemicals or indicate that you will use regional/development structures)

Final Stabilization and Soil Quality Restoration

It is recommended that post construction soils have a minimum of 5% organic matter and 45% soil pore space. This can be achieved by incorporating a minimum of 2 inches of organic material such as compost while tilling to a minimum depth of 12 inches.

City of Ames, Iowa
Building Inspections Division
CITY OF AMES
DRIVEWAY / CURB CUT APPLICATION

Property Address: ____________________________
Contractor: __________________________________
Address: __________________________________
Phone: ___________________ Cell: ________________

Fee = $50.00

NOTE: If you have questions regarding driveway construction, please call 239-5277.

TYPE A WITH FLARES

2. Sidewalk thickness through driveway to match thickness of driveway.

NOTE: See SUDAS figure 7030.101 for more detail

TYPICAL SECTION

Note: Driveway approach material MUST be concrete.

Note: All driveways must lead to side yard or attached garage. One driveway access permitted for properties with frontage less than 150 ft.

Please fill out the following dimensions:

Driveway Width
(Minimum = 12 ft / Maximum = 30 ft)

Width at Curb
(Min = 3 ft flares / Max = 5 ft flares)

Is there an intake, fire hydrant, manhole, or other utility located within five feet (5') of the proposed location? (Check One)

YES  NO

Restrictions: _______________________________________

Contractor or Owner Signature ____________________________
Approved by Traffic Engineer ____________________________

Copy to: Street Supervisor, Public Works file, Applicant
Billed by Inspections:  Yes ______ No ______
Expiration Date ____________________________
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 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