



# LBMC Building Permit Application

Submittal Date \_\_\_\_\_

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

**Owner**

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

Member # \_\_\_\_\_ Email Address \_\_\_\_\_

**Contractor**

Name \_\_\_\_\_ State # \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Prior to review by the Building and Zoning Committee, the following must be completed and submitted to the **LBMC** office at **9137 Diamondhead Dr Dexter IA, 50070**:

- First 3 pages of this LBMC Building Permit Application, completed and signed.
- Site plan and all other relevant drawings, see page 2, Drawings Explanations.
- Non-refundable Application Fee paid in full. Checks should be made payable to **LBMC**.
- Refundable Deposit check submitted. Upon permit approval, this check will be deposited.
- Certified Inspector Fee paid in full when applicable, see page 4, Inspection Explanation.

**For most projects, once a permit has been approved, a Guthrie County building permit must be obtained.** You are encouraged to be present at the B&Z Committee meeting to answer questions that may arise regarding your permit application. Your permit may be tabled until the next scheduled meeting at the committee's discretion regardless of timing issues.

**BELOW, please check on the left for each project you're doing.**

	<b>LBMC Application Fee and Refundable Deposits</b>	Application Fee	Refundable Deposit <b>MAX: \$2,500</b>	Certified Inspector
<input type="checkbox"/>	Single Family Dwelling or any structure with habitable finished living space	\$900	\$2,000	\$1,000
<input type="checkbox"/>	Habitable finished living space addition to Single Family Dwelling	\$600	\$1,000	\$1,000
<input type="checkbox"/>	Detached Garage or Accessory building <u>requiring</u> a permanent foundation	\$300	\$500	
<input type="checkbox"/>	Attached structures <u>requiring</u> a permanent foundation -- excluding habitable finished living space. (Deck, Covered Patio, or any other attached structures)	\$100	\$500	
<input type="checkbox"/>	Detached structures <u>not requiring</u> a permanent foundation. (Shed, Gazebo, Pergola, Sun Shelter, or any other detached structures)	\$100	\$500	
<input type="checkbox"/>	In-ground Swimming Pool (above-ground pools do not require a permit)	\$200	\$500	
<input type="checkbox"/>	Fence, Retaining wall, or any landscape construction more than 24 inches in total height	\$100	\$500	
<input type="checkbox"/>	Driveway	\$250	\$500	
<input type="checkbox"/>	Landscape Boulder Wall, Rip Rap, or any other heavy weighted landscaping materials	\$300	\$1,000	
<input type="checkbox"/>	Dock	\$25	\$250	
<input type="checkbox"/>	Demolition of any permanent structure	\$250	\$500	
<input type="checkbox"/>	Shoreline alteration (***deposit TBD per scope of project)	\$25	***	

**METHODS AND MATERIALS:** --- Fill in all that apply to your project.

Finished Square Footage (do not include unfinished space)

Basement \_\_\_\_\_

Entry Level \_\_\_\_\_

Upper Floor \_\_\_\_\_

Total Finished sf \_\_\_\_\_

Foundation

- Slab on Grade with Footings
- Foundation with Footings
- Concrete Piers
- Helical Piers
- Other Foundation \_\_\_\_\_

Framing Method

- Traditional Framing
- Post and Frame
- Other Framing Method \_\_\_\_\_

Exterior Materials (check all that apply)

- Lap Siding
  - Fiber Cement
  - Wood
  - Vinyl
- Brick
- Stone
- Stucco
- Vertical Steel Panels
- Architectural Steel Panels
- Other Exterior Material \_\_\_\_\_

Roofing Materials

- Fiberglass Asphalt
- Cedar or Composite Shakes
- Standing Seam Metal
- Other Roofing Material \_\_\_\_\_

**DRAWINGS EXPLANATIONS:**

All projects, except demolitions, require a site plan as minimum documentation of the project. The following graphical drawing information is required when applicable to the project for the Building and Zoning Committee to review a permit application. More complete and detailed drawings improve review time. Any missing or unclear information and/or drawings may result in a permit application being tabled until deficient information is provided to the committee. Samples can be found on page 5 of this document.

Site plan

- Distance to property lines, easements, and building setbacks clearly delineated.
- Distance to any other structures on property.
- Street, driveway, sidewalk, etc. notated.
- Ground elevation/runoff (slope) changes.

Foundation plan

- Concrete footings notated and dimensioned.



**Inspection explanation:** Construction inspections are required as a condition for receiving a Long Branch Maintenance Corporation Building Permit. The purpose of the inspections is to ensure code requirements as well as proper construction details and techniques have been adhered to by your builder and subcontractors.

Due to Iowa law which requires State Inspectors to inspect electrical installations in non-incorporated areas and small cities without inspection departments, electrical inspections are separate from the construction inspections referenced in this document.

LBMC has no building department or certified inspectors. Therefore, for projects with habitable space, a Certified Inspector is required. For all other projects, a member of the Building and Zoning committee will review setbacks and compliance with current community rules. LBMC has currently aligned with Red Fox Inspections as the only acceptable inspector within the community. For those projects requiring the certified inspector, a fee of \$1000 for payment of the inspection fees will be collected by LBMC when the permit application is submitted. The inspector will bill LBMC and receive payment as inspections are completed. After final inspections have been completed, and any deficiencies found have been corrected, all inspection reports and a Certificate of Occupancy shall be forwarded from LBMC to the member along with any refund due.

If your corner stakes need to be moved or footprint of the project changes after they have been inspected, you **must** contact your B&Z representative and inspector and have them re-inspected before you may begin your building process.

Red Fox Inspections - Ankeny.

Corey DePenning. [corey@redfoxinspections.com](mailto:corey@redfoxinspections.com) Cell 515-724-2337

The following benchmarks within a project require a Certified Inspector:

- Property stakes, setbacks, and foundation
- Framing
- Plumbing and Mechanical prior to concealment
- Final

**Simple Drawing Sample:** All building projects require a site plan submitted with the application. Plan must show location of project, lot lines, roads, existing structures, and slope of site if earthwork is planned. More drawings are needed for larger projects.

