



CITY OF CLIVE
 1900 NW 114th Street
 Clive, IA 50325-7077
 Phone (515)223-6221
 Fax (515) 457-3091
 www.cityofclive.com

2017 CHECKLIST FOR SINGLE FAMILY DWELLINGS AND DUPLEXES

BUILDING ADDRESS	
LOT #	SUBDIVISON

Please fill-in building square footages in the appropriate areas:

_____	_____	_____	
1st FLOOR	2nd FLOOR	3rd FLOOR	
_____	_____	_____	_____
DECK	BASEMENT (finished portion)	BASEMENT (unfinished portion)	GARAGE

The following plans and documents are required to be submitted, reviewed and approved prior to the issuance of a building permit.

- _____ Building Permit Application (incl. GP #2 Authorization #)
- _____ Builder's Acknowledgement
- _____ Completed energy worksheet **OR**
- _____ Scope of work from 3rd Party Inspection Provider for Energy Code compliance
- _____ Manual J & D analysis report
- _____ Top Soil Agreement

PLAN SET

- _____ Complete floor plans of all levels including deck with dimensions
- _____ Framing Plan - Certified Engineered drawings **MUST** be provided to this office when available
- _____ Details
 - _____ Stair and railing details
 - _____ Exterior wall section
 - _____ Fire wall details (if required)
 - _____ Deck footing sizes on foundation plan

MISC.

- _____ Plan approval letter (provided by developer) if project is in Verona Hills or Shadow Creek
- _____ Flood Plain Development Application (for projects in a flood plain)
- _____ Elevation Certificate (must be provided before foundation poured if project is in a flood plain)

SITE PLAN

- A single sheet site plan must include the following:
- _____ Curb cut and driveway location (24' max curb opening)
 - _____ Building setbacks (front, rear and sides)
 - _____ Building dimensions
 - _____ Location of sidewalk/trails/required city improvement plantings and light posts
 - _____ Intended utility locations (gas, electric, water)
 - _____ Easement locations
 - _____ Site grading (including street elevation, garage floor elevation and basement floor elevation)
 - _____ Minimum Protection Elevations, if applicable
 - _____ Deck and patio locations
 - _____ Proposed grading
 - _____ Square footages for properties requiring top soil

STORM WATER POLLUTION PREVENTION PLAN

- Plan details can be included on Site Plan sheet
- _____ Concrete washout location and specification
 - _____ Trash containment location and specification
 - _____ Perimeter erosion control devices (silt fence)
 - _____ Gravel construction entrance and specification
 - _____ Inlet/Intake protection location and specification
 - _____ Erosion control notes (see sample grading plan for reference)

NOTES:

1. **Any changes in plans must be reviewed and approved by the Construction Services Administrator prior to commencing with those changes.**
2. **A pre-construction meeting is required PRIOR to any excavation! In addition to concrete washout devices, all perimeter erosion control measures must be in place by the time of inspection.**
3. **As-built footing / foundation required if structure is within one foot of any setback line.**
4. **inspection).**
5. **Elevations within a detention basin shall be surveyed and inspected prior to placing sod.**