



Phone: 515-223-6221  
 Fax: 515-457-3091  
 www.cityofclive.com

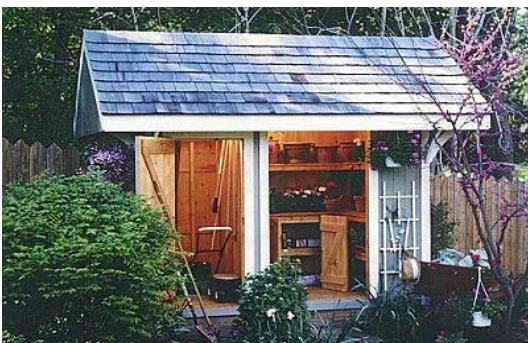


*A permit and fee is required for all accessory buildings.*

*If Restrictive Covenants for the property are on file with the applicable county, the more restrictive requirements apply.*

**INSPECTIONS**

- Inspections are required for footings, framing, and once the structure is complete on all permitted buildings.
- Inspections must be scheduled at least 24 hours in advance.



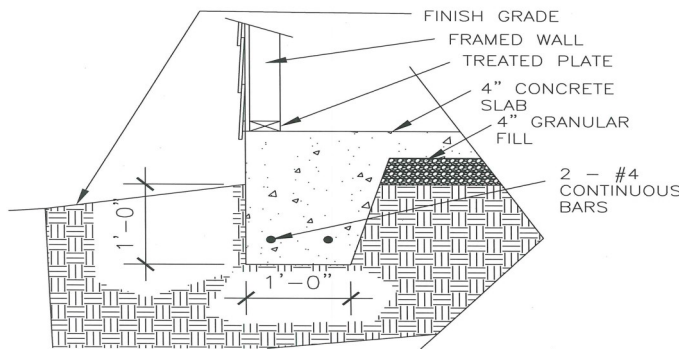
# Accessory Building Requirements

**Accessory Building:**

*A building subordinate to the principal use of a building on a lot and serving a purpose customarily incidental to the use of the principal building. Among other things, the following are considered to be an accessory building: shed, gazebo, detached garage.*



1. Accessory buildings are allowed to be erected in rear yards only.
2. The minimum setback for an accessory building on most lots is 5 feet from the rear property line and 5 feet from the side property line.
3. On corner lots, large accessory buildings (larger than 75 sf) shall not be located in the primary or secondary front yards. Small accessory buildings (75 sf or smaller) may encroach into the secondary front yard.
4. Those accessory buildings larger than 600 sf shall meet the setback requirements of the principal structure.
5. Large accessory buildings shall be constructed of materials similar to the principal structure and in character with the surrounding built environment. Small accessory buildings are exempt from this requirement.
6. A minimum of 5 feet clearance is required between an accessory building and the principal structure or any other accessory building.
7. Accessory buildings may be no higher than 15' in height.
8. An accessory building may not be constructed in such a way to impede drainage- ways or interfere with overland flowage easements and may not be located within any public easements.
9. All accessory buildings and structures located on a property are allowed to total no more than 50% of the rear yard area.
10. Protection from decay shall be provided on all wood siding, sheathing, and wall framing less than 8 inches from the exposed ground.



*Example of 12" x 12" reinforced (thickened) edge footing*

**Accessory Building Slabs**

- Buildings 400 s.f. and under may be supported on a 4" slab if desired.
- Slabs 401 s.f. to 600 s.f. must have a 12" x 12" reinforced edge footing completely around the perimeter below the 4" slab (see example to the left). Vegetation shall be stripped and a minimum of 4" compacted aggregate shall go under the floor.
- Slabs 601 s.f. and over shall have 42" deep frost footings.

Call Before You Dig!  
**1.800.292.8989**  
 Call the toll-free number at least  
**48 hours**  
 prior to ALL excavations in Iowa.



**CITY OF CLIVE**  
 1900 NW 114<sup>th</sup> Street  
 Clive, IA 50325-7077  
 Phone (515) 223-6221  
 www.cityofclive.com

# BUILDING PERMIT APPLICATION

*All information must be provided, if applicable, and must be legible. The project will not be reviewed unless all required information and documents are submitted.*

APPLICATION DATE
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<b>PROJECT INFORMATION</b>	
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PROJECT ADDRESS / SUITE NO. (if applicable)	GENERAL PERMIT #2 AUTHORIZATION #																								
BUSINESS / OWNER NAME	PROJECT DESCRIPTION																								
BUSINESS / OWNER CONTACT PHONE																									
BUSINESS / OWNER CONTACT E-MAIL	PROJECT VALUATION (Commercial projects only)																								
BUSINESS CONTACT NAME	WILL CHANGES TO THE ALARM SYSTEM BE MADE? <input type="checkbox"/> Yes <input type="checkbox"/> No																								
BUSINESS CONTACT PHONE	WILL CHANGES TO THE SPRINKLER SYSTEM BE MADE? <input type="checkbox"/> Yes <input type="checkbox"/> No																								
BUSINESS CONTACT E-MAIL	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>BUILDING SQ. FT.</b></td> <td style="width: 10%;">Level 1</td> <td style="width: 30%; text-align: right;">_____</td> </tr> <tr> <td></td> <td>Level 2</td> <td style="text-align: right;">_____</td> </tr> <tr> <td></td> <td>Deck</td> <td style="text-align: right;">_____</td> </tr> <tr> <td></td> <td>Garage</td> <td style="text-align: right;">_____</td> </tr> <tr> <td><b>BASEMENT SQ. FT.</b></td> <td>Finished</td> <td style="text-align: right;">_____</td> </tr> <tr> <td></td> <td>Unfinished</td> <td style="text-align: right;">_____</td> </tr> <tr> <td><b>OTHER</b></td> <td></td> <td style="text-align: right;">_____</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">_____</td> </tr> </table>	<b>BUILDING SQ. FT.</b>	Level 1	_____		Level 2	_____		Deck	_____		Garage	_____	<b>BASEMENT SQ. FT.</b>	Finished	_____		Unfinished	_____	<b>OTHER</b>		_____			_____
<b>BUILDING SQ. FT.</b>		Level 1	_____																						
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	Unfinished	_____																							
<b>OTHER</b>		_____																							
		_____																							
<b>CONTRACTOR INFORMATION</b>																									
COMPANY NAME	<p><b>LICENSE INFORMATION - Please note that as of January 1, 2020, individual trade permits are no longer needed for projects with a building permit issued by the City of Clive. Additionally, ensure the contractor's license is provided, NOT the individual license #.</b></p>																								
ADDRESS																									
CITY, STATE, ZIP																									
PHONE																									
PROJECT CONTACT																									
PROJECT CONTACT PHONE	PLUMBING CONTRACTOR NAME																								
PROJECT CONTACT E-MAIL ADDRESS	ADDRESS																								
<p>*I agree to comply with all city ordinances and state laws regulating building construction. *I acknowledge that I have read this application and attest that the information supplied is correct. *I understand that this permit will be null and void if authorized work has not started within 90 days or if work is suspended for 60 days. A Request for Building Permit Extension must be submitted a minimum of one week prior to the expiration date.</p>          <p>_____</p> <p>Please print Owner or Authorized Agent's Name</p>          <p>_____</p> <p>Signature of Owner or Authorized Agent</p>	PHONE #	CONTRACTOR LICENSE #																							
	MECHANICAL CONTRACTOR NAME	ADDRESS																							
	PHONE #	CONTRACTOR LICENSE #																							
	ELECTRICAL CONTRACTOR NAME	ADDRESS																							
	PHONE #	CONTRACTOR LICENSE #																							



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## **BUILDER'S ACKNOWLEDGEMENT**

Address \_\_\_\_\_

***Initial beside each item once you have read and understood the provisions set forth.***

I UNDERSTAND:

- \_\_\_\_\_ That a pre-construction meeting is required for new construction **BEFORE** any excavation occurs. Furthermore, all erosion control and concrete washout must be in place prior to the inspection.
- \_\_\_\_\_ And agree to comply with the City of Clive Code of Ordinances and State law regulating building construction.
- \_\_\_\_\_ That it is the owner's responsibility to determine if covenants apply and to adhere to any requirements that are more restrictive than those of the city.
- \_\_\_\_\_ That the issuance of a permit based on plans, specifications and other data supplied by the applicant shall not prevent the Construction Services Administrator from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing construction from being carried on thereafter when in violation of any ordinance of the City of Clive.
- \_\_\_\_\_ The issuance of a permit is based on specifically approved plans and that any deviations from the plans must be submitted for approval by the Community Development Department before such deviation is implemented. Furthermore, I understand that if a deviation is made without prior approval, a Stop Work Order may be issued until corrective action has commenced.
- \_\_\_\_\_ That electrical, plumbing, heating, air conditioning and boiler work shall be completed by State of Iowa licensed installers.
- \_\_\_\_\_ That it shall be the duty of the person doing the work authorized by a permit to notify the Community Development Department that such work is ready for inspection. Request for inspections shall be made at least 24 hours in advance.
- \_\_\_\_\_ That it shall be the duty of the person requesting any inspection to ensure safe and proper access to and means of performing said inspection.
- \_\_\_\_\_ That on-site storm water management is the sole responsibility of the applicant/property owner. Proper storm water best management practices will be employed and maintained throughout the construction process.
- \_\_\_\_\_ That it is the responsibility of the builder to return grading elevations to pre-construction levels if an overland flowage easement or drainage basin exists on or around this property. An as-built drawing shall be required prior to a final occupancy inspection.
- \_\_\_\_\_ That the Community Development Department will not conduct a final inspection or issue a Certificate of Occupancy until such time as all site improvements have been completed (raising manholes/structures to grade, installation of required landscaping/trees and installation of sod).
- \_\_\_\_\_ That it is illegal to occupy any space covered by this permit until a final inspection has been conducted and a Certificate of Occupancy has been issued. If occupancy occurs without a final inspection, the contractor and/or owner will be required to retain the services of an approved home inspector that is qualified and/or licensed to provide a final inspection and provide documentation to the City of Clive.
- \_\_\_\_\_ That a Stop Work Order will be issued if requested corrective action has not commenced in the specified time outlined by the Community Development Department. Furthermore, I understand that if a Stop Work Order is issued all work on the site will terminate until the requested corrective action has been completed and approved by the Community Development Department.
- \_\_\_\_\_ That failure to comply with these mandates may result in fines as set forth in Title 1, Chapter 4, Schedule of Civil Penalties, City of Clive Code of Ordinances. Each day that a municipal infraction occurs and/or is permitted to exist shall constitute a separate offense.