



CITY OF CLIVE
 1900 NW 114th 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

PROJECT INFORMATION	
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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%;">BUILDING SQ. FT.</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>BASEMENT SQ. FT.</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>OTHER</td> <td></td> <td style="text-align: right;">_____</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">_____</td> </tr> </table>	BUILDING SQ. FT.	Level 1	_____		Level 2	_____		Deck	_____		Garage	_____	BASEMENT SQ. FT.	Finished	_____		Unfinished	_____	OTHER		_____			_____
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BASEMENT SQ. FT.	Finished	_____																							
	Unfinished	_____																							
OTHER		_____																							

CONTRACTOR INFORMATION																									
COMPANY NAME	<p>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 #.</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.