



CITY OF JOHNSTON

NEW HOUSE BUILDING PERMIT CHECKLIST

2015 International Codes Effective July 1, 2017 with Local Amendments

1. Building permit completed with the following:

- a. Date of Application: Date applicant gives it to the City.
- b. Contractor: Name of who is doing the work.
- c. Project Street Address
- d. Subdivision and Lot Number
- e. Type of Project
- c. Description of Work, including:
 - (1) Type of structure - Single Family Dwelling, Single Family Townhouse, 6 plex, Multi-Family Dwelling 16 units, etc.
 - (2) Basement – note if there is no basement, if basement is unfinished, or if basement is finished.
 - (3) If basement is finished, please include how many square feet are being finished.
- d. Signature of Owner or Authorized Agent (Contractor can sign as authorized agent).

2) Please Note TWO Site Plans are Required

Site Plan 1 Requirements:

- a. 8 ½" x 11" or 8 ½" X 14 paper size - **DO NOT USE EDGE OF PAPER** for Lot Lines.
- b. Show House, Deck(s), & Cantilever(s) with measurements of each side of structure.
- c. Show House, Deck(s), & Cantilever(s) measurements to lot lines (not to setbacks).
- d. Show Building Setback Lines.
- e. Show **ALL** easements (Utility, Overland flowage, Trails, etc.).
- f. Show location of finished driveway.
- g. If lot has a septic system, show location of septic with location of septic tank and laterals.

Site Plan 2 Requirements:

- a. Show house with proposed final grading with one (1) foot contour lines for whole lot.
- b. Show construction entrance and indicated if it is rock or not.
- c. Show arrows indicating direction of storm water flow on the lot.
- d. Show locations of **all erosion controls, concrete washouts, trash enclosures and staging areas** on the lot.
- e. Name & Phone # of person responsible for installing and monitoring erosion control.

3) Required IDNR information must be submitted with permit application. (Questions regarding this can be directed to Eric Rehm at 727-7779)

- a. Grading Permit Application (2 pages).
- b. Written evidence of lot transfer and/or **2 unbound copies** of a prepared separate SWPPP as required by the transfer document.

4) Building Contractor Application for Water Service. Two signatures are required on this form.

5) One set of building drawings. Include stair section, wall section, and shear wall details.

6) Lots not served by septic system must include a copy of an Approved Septic Permit Issued by Polk County

7) Building Permits do not include Electrical, Mechanical, or Plumbing permits.

8) Additional permits and fees will be required for lots served by low-pressure sanitary sewer system.

NOTE: State Energy Compliance documentation from a third party will be needed prior to the issuance of a Certificate of Occupancy

Please contact the Building Department at 727-7778 with any questions.