

CITY OF SOLON
REQUIREMENTS FOR OBTAINING A SOLON BUILDING PERMIT

City Office Telephone Number:	319/624-3755
Public Works Director	319/631-5071
Building Official Telephone Number	319/338-4939 office 319/321-6563 mobile

All submittals shall include accurate scaled drawings and shall be detailed with all information as described below. Non-complying submittals will not be reviewed for permit application.

1. **Provide address and legal description of property.**
2. **Provide location of survey property pins.**
3. **Provide plat plan:** 3 sets required (scaled and legible)
 - a. **Provide address and legal description of property.** Legal description is available at the Johnson County Auditor's Office. The Solon City Clerk assigns street addresses.
 - b. **Show location of proposed building.** This should be done in reference to all adjacent streets, adjacent properties, and corner monuments.
 - c. **Indicate the location of each recorded property pin.** Legal property pins must be in place and observable at the time of initial inspection. Show all property line and arc dimensions. Label all adjacent property, public and/or private, to the subject property. Indicate north with an arrow.
 - d. **Illustrate, by using a dashed line, the yard setbacks.** Diagram all proposed and/or existing structures and hard surfaced slabs. Use a dashed line for the main foundation outline and solid lines for the rooflines. All new construction must fit within the yard setback reference line. Indicate the proposed setback dimension at the shortest distance between the property line and the proposed structure.
 - e. **Indicate site grading slopes and erosion control plans.**
 - f. **Diagram new or existing sanitary sewer and water service locations.**
4. **Provide building plan:** Two sets required
 - a. Lot plan showing distances from lot lines (includes sidewalks, drives, and parking). (1" = 20' min.)
 - b. Basement plan (includes all structural reinforcement designs for footing, foundation, and concrete slab). (1/4" = 1'0" min.)
 - c. Floor plan of each floor. (1/4" = 1'0" min.)
 - d. Front, rear, and side elevations. (1/4" = 1'0" min.)
 - e. Detailed cross section (includes foundation footings to roof ridge). (1/2" = 1" min.)
 - f. Specifications of all building materials and construction methods.
 - g. Must include mechanical/electrical equipment details. Show equipment sizes and indicate outside air intake when required.
5. **Complete construction permit application.**
(application form attached—see Attachment A for instructions)
6. **Payment of building fees.** (see Attachment A)
7. **Provide proof of lot ownership.**
8. **Certificate of bonding required for contractors connecting to sewer and/or water mains.**
9. **Return completed application to City Office for review and approval.**

A building permit will be issued within 7 to 10 days after complete application is submitted to the building official and found to comply with all City regulations.

**CITY OF SOLON
BUILDING PERMIT APPLICATION**

Submittal Date _____
Contact Person _____

Approval Date _____
Contact Phone _____

Applicant: _____
Address: _____
Telephone: (home) _____ (work) _____

Owner: _____
Address: _____
Telephone: (home) _____ (work) _____

General Contractor: _____
Contact Person: _____
Address: _____
Telephone: _____ Fax: _____

Building Location/Description
Circle one which best describes the proposed construction:
1) New Residential 2) Remodel Residential 3) New Commercial
4) Remodel Commercial 5) Other _____

Type of Occupancy _____ Occupancy Group _____
Street Address _____
Lot Number _____ Block Number _____
Subdivision _____ Parcel Number _____
Lot Dimension _____ X _____ Lot Square Footage _____
Number of Stories _____ Number of Rooms _____
Overall Structural Dimensions Length _____ X Width _____ X Height _____
Structural Square Footage Of 1st Floor _____ 2nd Floor _____ Basement _____
Total Floor Area (Sq. Ft.) _____ Garage Area (Sq. Ft.) _____
Building Project Estimated Valuation:
Applicant's Estimated Valuation \$ _____ (building official will set valuation for permit fee)

Building Official's Valuation \$ _____
Signed by Building Official _____ **Date:** _____

Zoning Information **Zoning Official Approval**

Zoning District _____ Proposed Use _____
Is this site on a corner lot? _____ Yes _____ No
Proposed setback from lot lines to closest awning:
*Front _____
*Rear _____
*Left Side (when facing lot) _____
*Right Side (when facing lot) _____
Proposed Structure Height _____
Lot Area _____
Proposed Off Street Parking/Loading Spaces _____
Proposed Signage (if any) _____
Proof of Ownership _____
Is Site Plan Review Required? ** _____

*Refer to table located on Attachment A
**Required except for single family and two-family residential

Plumbing Contractor:

Contact Person: _____
Address: _____
Telephone: _____
Bond: _____ Licensed: _____

HVAC Contractor:

Contact Person: _____
Address: _____
Telephone: _____
Bond: _____ Licensed: _____

Electrical Contractor:

Contact Person: _____
Address: _____
Telephone: _____
Bond: _____ Licensed: _____

Sub-Contractor:

Contact Person: _____
Address: _____
Telephone: _____
Bond: _____ Licensed: _____

Well On Site

Is there a well on the premises? _____ Yes* _____ No
Is the well capped? _____ Yes _____ No
Will it be used for drinking water? _____ Yes _____ No
*See Attachment B

Inspection Information

What approximate date will you be ready for required inspections?
Setback staking _____ / _____ / _____
Sewer Service _____ / _____ / _____
Water Service _____ / _____ / _____
Footings _____ / _____ / _____
Foundation _____ / _____ / _____
Under Slab _____ / _____ / _____
Gas Service _____ / _____ / _____
Electrical Service _____ / _____ / _____
Rough-in/ready for drywall _____ / _____ / _____
Sidewalk _____ / _____ / _____
Final _____ / _____ / _____

Verification of Application

I declare that the information provided in this application is true, correct, and complete to the best of my knowledge.

Applicant's Signature

_____/_____/_____
Date

OFFICIAL USE ONLY

Application Approval Sheet

Approved: Upon examination, we find that this application is in compliance with the building and zoning regulations of the City of Solon, Iowa.

Zoning Official Date _____ / _____ / _____

Building Official Date _____ / _____ / _____

NOT Approved: Upon examination, we find that this application is not in compliance with the building and zoning regulations of the City of Solon, Iowa.

Zoning Official Date _____ / _____ / _____

Building Official Date _____ / _____ / _____

Compliance deficiency as noted: _____

Determination of Fees

Plan Review Fee \$ _____
Building Permit Fee \$ _____
Water Meter & MXU Fee \$ _____
Water Tap On Fee \$ _____
Sewer Tap On Fee \$ _____
Recoupment Fee \$ _____
TOTAL FEE DUE \$ _____

Assigned Permit Number _____

Date Approved _____

FEE STRUCTURE FOR BUILDING AND OTHER PERMITS

1) **Fees are as follows:** (Solon Code 155.02)

VALUATION	BUILDING PERMIT FEE SCHEDULE
\$0 to \$1,000	\$75.00
\$1,001 to \$2,000	\$150.00
\$2,001 to \$25,000	\$250.00
\$25,001 to \$50,000.	\$325.00 for the first \$25,000 plus \$8.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$525.00 for the first \$50,000 plus \$5.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$775.00 for the first \$100,000.00 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$2,475.00 for the first \$500,000 plus \$3.60 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$4,275.00 for the first \$1,000,000 plus \$3.00 for each additional \$1,000, or fraction thereof.

Valuation basis for permit fee shall be determined by the building official. The building official may reference valuation data as published annually by ICC in the IBC. Single-family dwellings of typical design are currently based on total square foot floor area excluding basement area as follows:

Structure floor area-finished area	\$84.71 per square foot
Unfinished basement area	\$15.00 per square foot
Finishing previously unfinished areas	\$69.71 per square foot
Single and two car garage area	\$32.93 per square foot
Open deck area	\$15.00 per square foot
Carport or screened porch	\$25.00 per square foot
Enclosed porch area	\$30.00 per square foot

Plan Review Fees. Each building permit application is subject to a plan review by the building official as set forth by the Uniform Building Code. The fee, as set out in the following table, shall be assessed to the applicant and payable at the time when the plan review is completed (due regardless of whether permit is approved or not).

Residential Applications	25% of the Building Permit Fee Added
Commercial Applications	35% of the Building Permit Fee Added

Setback Observation Fees. Each new application for a new building structure will be assessed an \$80,000 setback fee for each permit application requiring setback observation. This fee will cover the initial visit by the building inspector. Any site visits requiring more than one hour will be charged at the hourly rate below.

- Other Inspection Fees.** (Solon Code 155.02)
1. Inspections outside normal business hours *\$68.00 per hour
 2. Inspections for which no fee is specifically indicated *\$68.00 per hour
 3. Additional plan review required by changes, additional or revisions to plans *\$68.00 per hour
 4. Second final inspections for temporary occupancy permits requested by applicant *\$68.00 per hour
 5. For use of outside consultants for plan checking and inspections, or both Actual costs
 6. Mileage costs shall be assessed for other inspections @\$.40 per mile
- *Minimum charge of one hour with one-half hour increments thereafter

- 2) **Sewer Connection:** \$255.00 residential/\$505.00 Commercial/\$525.00 Industrial (Solon Code 96.02)
 3) **Water Meter:** \$116.00 MXU + cost of meter (\$85.00 residential) (Solon Code 91.06)

4) Water Connection: \$100.00

(Solon Code 90.06)

5) Lot Size and Other Requirements:

(Solon Code 167)

	*A-1 Agriculture	*R-1 Residential	*R-2 Residential	*R-3 Residential Single-family	*R-3 Residential Two-Family	R-3 Residential Multi-Family
Min. Lot Area	1 acre	**8,000 sq. ft.	8,000 sq. ft.	6,000 sq. ft.	8,000 sq. ft.	6000 sq. ft. + 1500 per additional dwelling 8000 sq. ft.
Min. Lot Width	150'	**70'	70'	60'	70'	80'
Min. Lot Width- Corner	150'	75'	75'	65'	75'	85'
Min. Front Yard***	37'	27'	27'	27'	27'	27'
Min. Rear Yard***	37'	32'	32'	32'	32'	32'
Min. Side Yard***	17'	10'-1 story 12'-2+ story	10'-1 story 12'-2+ story	10'-1 story 12'-2+ story	10'-1 story 12'-2+ story	10'-1 story 12'-2+ story
Min. Side Corner Lot	27'	27'	27'	27'	27'	27'
Accessory Setbacks	5' Side 6' Rear	5' Side 6' Rear	5' Side 6' Rear	5' Side 6' Rear	5' Side 6' Rear	5' Side 6' Rear
Max. Bldg. Height	35'	35'	35'	42'	42'	42'
Required Parking	2 per dwelling	2 per dwelling	2 per dwelling	2 per dwelling	2 per dwelling	2.2 per dwelling

*If school, church, or institutional building, setbacks are greater

** If lot platted before zoning code adopted, reduced sizes are permitted

***Overhangs are allowed to encroach two feet into the setbacks

All construction must be in compliance with the "City of Solon Municipal Design Standards" and the "City of Solon Code of Ordinances"

All construction other than one and two family dwellings is required to go through the site plan review process.

The builder/owner should submit a site plan with all required information and a fee of \$250.00 as contained in Chapter 173 of the Solon Code. The person wishing to have a site plan reviewed should submit a request in writing to the City Administrator to hold a pre-construction conference to discuss what is required in a site plan. Once the information is gathered, the plan will be reviewed by the Zoning Administrator. When approved by the Zoning Administrator, the applicant should submit ten copies of the plan to the Planning and Zoning Commission for approval, disapproval, or approval subject to conditions. After the Commission approves the plan on seven copies of the plan, it then moves to the next scheduled City Council meeting for approval, disapproval, or approval with conditions. Approval of the site plan is valid for one year with up to a one year extension as approved by the Planning & Zoning Commission.

6) Building Codes

Effective August 11, 2005, the City of Solon has adopted the 2003 International Building Code, the 2003 International Residential Code, and the 2002 National Electric Code.

CITY OF SOLON
ON-SITE WELLHEAD PROTECTION PERMIT APPLICATION

Submittal Date _____

Permit # _____ issued to: _____

Address: _____

Phone: _____

Dates Valid: _____

Location of on-site storage: _____

Address: _____

Legal Location: _____

Wellhead protection zone falls in: _____ Primary Protection Zone

_____ Secondary Protection Zone

_____ Both Zones

Type of material stored: _____

Quantity stored: _____

Duration of on-site storage: _____

Required environmental and safety monitoring and/or bond posted: (contact DNR for guidelines)

In case of emergency, contact: _____

Phone: _____

Permit must be posted where materials are stored:

Issued by: _____

Date issued: _____

CITY OF SOLON
BUILDING CODE INSPECTION REQUIREMENTS

GENERAL REQUIREMENTS:

All work requiring a permit shall be subject to inspection by the building official and remain accessible and exposed for inspection purposes until approved by the building official.

INSPECTION REQUESTS AND RECORD OF INSPECTIONS:

Building permit record card shall be posted on site in a clearly visible from roadway in a convenient location. Authorized person must notify building official **one workday** before inspection is required.

REQUIRED BUILDING INSPECTIONS:

- **Setback inspection:**
To be made before footings are poured, once stakes denoting foundation are set. Each applicant shall stake out all building corners and locate all property pins. Applicant must be on site at the time of the setback observation and provide all equipment and manpower necessary to “prove compliance” with the zoning setback requirements.
- **Water service inspection:**
To be made when a water service tap to connect to the main is done. **The Public Works Director** shall be called for inspection before the connection is backfilled.
- **Sewer service inspection:**
To be made when a sewer service tap to connect to the main is done. **The Public Works Director** shall be called for inspection before the connection is backfilled.
- **Footing inspection:**
To be made after excavation, formwork, and reinforcement steel for footings are completed and prior to the concrete being placed.
- **Foundation wall inspection:**
To be made after formwork and reinforcement steel for poured walls are completed and prior to concrete being placed.
- **Under slab inspection:**
To be done to observe underground electrical or mechanical work, prior to covering with concrete.
- **Gas piping air test:**
To be made when gas piping completed. Apply 15-psi air pressure to completed gas piping with an air gauge for the inspector to observe prior to meter release.
- **Electric service meter release inspection:**
To be made after meter box and main panel are installed with the connecting wiring and conduit.
- **Rough-in frame inspection:**
Prior to insulation and wall finishes, this inspection is to be made after **all** rough-in framing, fire blocking, and bracing are completed and all electrical, plumbing, and HVAC rough-ins are completed.
- **Sidewalk and Driveway Approach inspection:**
To be made when the sidewalk and driveway are completed and the construction is ready for final inspection. **The Public Works Director** shall be called for an inspection of the sidewalk and driveway.
- **Final inspection:**
To be made after finish grading, sidewalks, driveways, and buildings are completed and ready for occupancy.
- **Other inspections:**
These may be required at any time to ascertain compliance with the provisions of the building codes. Extra inspection costs are to be paid by the applicant.
- **Re-inspections:**
Limited to one re-inspection of any code violation. All additional re-inspection costs are to be paid by the applicant.

<p>To arrange for on site inspections or for any questions, Call 319-338-4939 or 319-321-6563 Ask for Steve Lee at Van Winkle-Jacob Engineering Building Official, City of Solon, Iowa</p>

**DRIVEWAY APPROACH, SIDEWALK, WATER/SEWER TAP, WATER METER
AND CERTIFICATE OF OCCUPANCY INFORMATION**

GENERAL REQUIREMENTS:

All work requiring a permit shall be subject to driveway approach, sidewalk, and water/sewer hook-up tap inspections by the City of Solon Public Works Director. These inspections are shaded on the inspection sheet. Contact the Solon City Office at 319-624-3755 or Scott Kleppe, Public Works Director at 631-5071 to arrange for these specific inspections in the shaded areas and contact Steve Lee, the Building Official at 319-338-4939 or 319-321-6563 for all other inspections.

INSPECTION REQUESTS:

Authorized person must notify the Public Works Director **one workday** before inspection is required.

SIDEWALK AND DRIVEWAY APPROACH:

City ordinance requires a sidewalk installed on the property of all new construction. Sidewalk and driveway approaches must comply with the Solon Municipal Design Standards and Solon Code of Ordinances. The City of Solon will issue a Sidewalk Release to the property owner after the final inspection and at the time of the issuance of the Certificate of Occupancy. If, due to weather constraints, the sidewalk is not completed at the time of final inspection, the owner may escrow money for the sidewalk in order to get the sidewalk release and Certificate of Occupancy. The escrow amount to be set by the City Administrator. It is the property owner's responsibility to record the Sidewalk Release with the Johnson County Recorder's Office, if so required by the mortgage company. The Johnson County Recorder's Office is located at 913 S. Dubuque Street, Iowa City, IA 52240 and the current fee for filing is \$7.00.

WATER AND SEWER HOOK-UP TAPS:

Water and sewer hook-up taps must comply with the Solon Municipal Design Standards and the Solon Code of Ordinances.

WATER METER WIRE REQUIREMENTS: Effective November 2004

All new residential, commercial, and industrial construction shall install at the owners expense a remote register wire from the water meter to an outside location. This location is preferred to be near the other utility meter locations, and shall have a minimum of two sections of one (1) foot of wire protruding outside the structure. It shall be a continuous run, free of any splice connections. The wire shall be 18-22 gauge; three wire; type CL2; thermostat wire, with an outer sunlight-resistant protective sheathing and UL classification. The director of public works shall first approve any alternative. This requirement is required before issuance of the Certificate of Occupancy. This requirement is in Chapter 91.10 of the Solon Code of Ordinances. Contact the Public Works Director with any questions or concerns, 319/631-5071.

CERTIFICATE OF OCCUPANCY:

The City of Solon will issue a Certificate of Occupancy once the Building Official has notified the City Office that the final inspection has been completed. The certificate states that the structure complies with the Uniform Building Code and Solon Code of Ordinances and will have the signatures of the Building Official and the City of Solon Official. The City Office will notify you when the Certificate of Occupancy and the Sidewalk Release are issued and available for pick up at the City Office, 223 South Iowa Street in Solon. No building can be occupied until you receive such notification from the City Office.