



SINGLE FAMILY DWELLINGS

Plan Submittal & Permit Requirements

Applying for a Building Permit: What to Expect

Application Process for Building Permits

The first step is to apply for a permit. To apply it is necessary to submit the necessary information to the Building Department Desk located in the City Hall and complete an application for a building permit. The plans are not open for review until all necessary information has been submitted.

ITEMS REQUIRED TO BE SUBMITTED

SITE PLAN—Submit an accurate site plan and include the following:

- Lot number, subdivision
- Location of lot pins, property lines, and dimensions of the lot
- Proposed structure with the distance from the structure to the property lines and other structures on the property
- Label North arrow
- Location of overhead and underground utilities, easements, alleys, etc.
- Include directional arrows for the flow of the surface water drainage
- Drawn to scale if possible

BUILDING PLANS—A digital set of plans and specifications are required when applying for a permit. They can be submitted by email to the Building Department at buildingpermits@cityofmarion.org a copy will be emailed to the applicant with a marking of “**JOB COPY**” and is to be available on the job site at all times.

SIZE INFORMATION: (Sizes in square feet)

- Finished area of the basement, first floor, and second floor
- Unfinished area of the basement
- Size of garage
- Decks, porches, screened porches

FOUNDATION/ BASEMENT PLAN:

- All footing locations and sizes including decks, porches, etc.
- Partition walls, including size and spacing of studs in bearing walls
- Room dimensions and overall dimensions. Label all rooms
- Window sizes and locations
- Door sizes and locations
- Beams and posts: location, type of material, sizes
- Floor joist type, material, size and spacing
- Sump pit location
- Smoke detector location

FIRST FLOOR PLAN (include second floor when applicable)

- Room dimensions and overall dimensions. Label all rooms
- Window sizes and locations
- Separation between house and garage (1/2" gypsum board on garage side, hollow metal or solid wood door)
- Smoke detector, attic access, and exhaust fan locations
- Beam and header sizes and material. Girder truss locations. Show bearing walls
- Kitchen layout and bathroom layout including plumbing fixtures
- Porches and decks: dimensions and construction

WALL CROSSSECTION: (Include size, material, spacing)

- Footing, foundation, reinforcing, anchor bolts, tile, gravel, damp proofing, and final grade level
- Treated sill plate, floor joist, box joist, floor sheathing
- Wall framing, wall sheathing, headers
- Weather barrier, siding, vapor barrier, interior finishes, ceiling heights
- Insulation: basement wall, framed walls, ceiling
- Ceiling joist, rafters, trusses, roof sheathing
- Eave ice barrier, roof felt underlayment, roofing, soffit, fascia, attic ventilation.

STAIR CROSS SECTION:

- Rise (max. 7 3/4"), tread (min. 10), headroom (6'-8"), handrail height, guard spacing, and stair width
- Detail on winders when applicable

EXTERIOR ELEVATION DRAWINGS OF ALL FOUR SIDES:

- Windows and doors
- Porches, decks, landing at doors. Guards and steps at decks
- Show final grade
- Siding and /or exterior finishes

ENGINEERING or additional documentation may be required

- Structural slabs or precast concrete
- Soil engineering may be required

OTHER PERMITS REQUIRED:

Separate Electrical, Plumbing, and Mechanical Permits are required.

Contractors licensed in their respective trade must obtain the permits and perform the work

Separate Sewer Permits are required.

Sewer permits are obtained from the Engineering Department located at 1225 6th Avenue

ADDITIONAL INFORMATION:

After plans have been submitted with the above information to the Building Department a plan review will be performed, and any code deficiencies will be marked on the plans. When the plans are approved, the applicant will be notified, and the permit will be issued at the Building Department Desk. Work shall not take place prior to the permit being issued.

The permit packet will include a set of plans marked “JOB COPY”, a receipt, and additional helpful code information.

The PROPERTY ADDRESS NUMBERS are to be displayed so they are visible from the street.

The “JOB COPY” set of plans, truss engineering, and other important information are to be available at the job site at all times.

INSPECTIONS:

The applicant or permit holder is responsible for calling for the required inspections and keeping the project open for inspections.

Each phase of construction shall be in compliance with the City of Marion Codes and shall pass inspection before work proceeds. The General contractor doing the work is responsible for calling in inspections. Inspection requests can be called in at any time however, inspections are scheduled by 8 am for the morning and 1 pm for the afternoon. Morning inspections take place from 9:00 am - 11:30 am and afternoon inspections are typically from 1:00 pm – 3:00 pm. At least a half day notice is required prior to inspection.

After all excavation is complete and forms are set and before concrete is poured, a footing inspection is needed.

Each trade is to call in for a rough-in inspection. Once the electrical, mechanical, plumbing and framers have all indicated they are ready, one rough-in inspection will be done at that time.

The building must not be occupied until a FINAL INSPECTION has been completed and approved. A Temporary Certificate of Occupancy can be issued until minor items can be addressed. Once those items indicated on the Temporary Certificate of Occupancy have been addressed a re-inspection must be performed. Once all items have been re-inspected, a **CERTIFICATE OF OCCUPANCY** will be issued.

DEPARTMENT INFORMATION:

Building Department email: buildingpermits@cityofmarion.org
Phone: 319.743.6330

Planning and Zoning Phone: 319.743.6320
Setbacks and Zoning requirements

Engineering Department Phone 319.743.6340
Grading, drainage, sewer, and street information

Water Department Phone 319.743.6310
Water supply information and requirements