

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
	319/329-7500 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 site 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.**
 - g. **See Residential Site Plan Requirements for single family and two-family dwellings.**
 - h. **Complete Soil Quality Restoration (SQR) Checklist (for Prairie Acres Parts 6 & 7)**
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 after complete application is submitted to the building official and found to comply with all City regulations. Estimated turn around is 10 working days.

PLEASE READ AND SIGN RESIDENTIAL ENERGY CODE AND EROSION CONTROL!

CITY OF SOLON
BUILDING PERMIT APPLICATION

Submittal Date _____ **Approval Date** _____ **Assigned Permit No.** _____

•Legibly complete each listed item in this section •Incomplete application forms will not be processed •Subcontractor information if applicable to this permit.

Street Address _____ **Lot# / Subdivision** _____

Owner: (Submit Document Proof of Ownership)

Contact Person: _____
Address: _____
Daytime Telephone: _____
E-mail: _____

Applicant:

Contact Person: _____
Address: _____
Daytime Telephone: _____
E-mail: _____

Project Description Mark below a reference that best describes the proposed construction:

- Residential: New Alteration Addition Repair/Replace Other (describe) _____
 Commercial: New Alteration Addition Repair/Replace Other (describe) _____

Estimate of valuation of all work excluding cost of land: \$ _____

Square foot: Finished areas: _____ Unfinished areas: _____ Garage area: _____ Open deck area: _____ Enclosed room over supported deck: _____

General Contractor:

Contact Person: _____
Address: _____
Telephone: _____
E-mail: _____
State of Iowa Contractor License #: _____

Earthwork Contractor:

Contact Person: _____
Address: _____
Telephone: _____
E-mail: _____
State of Iowa Contractor License #: _____

Electrical Contractor:

Contact Person: _____
Address: _____
Telephone: _____
E-mail: _____
State of Iowa Contractor License #: _____

Plumbing Contractor:

Contact Person: _____
Address: _____
Telephone: _____
E-mail: _____
State of Iowa Contractor License #: _____

HVAC Contractor:

Contact Person: _____
Address: _____
Telephone: _____
E-mail: _____
State of Iowa Contractor License #: _____

Sewer/Water Contractor:

Contact Person: _____
Address: _____
Telephone: _____
E-mail: _____
State of Iowa Contractor License #: _____

Certificate of Insurance required per City Code Section 90.08 and/or 96.03

Fire Sprinkler Contractor:

Contact Person: _____
Address: _____
Telephone: _____
E-mail: _____
State of Iowa Contractor License #: _____

Fire Alarm Contractor:

Contact Person: _____
Address: _____
Telephone: _____
E-mail: _____
State of Iowa Contractor License #: _____

Erosion and Site Plan Info Here

Verification of Application

The proposed construction shall be properly marked or staked on the property at the time of this application. The undersigned shall call for all inspections and be responsible for this project until the final approval by The City of Solon, Iowa. The undersigned applicant also agrees to comply with all City ordinances, County, State and Federal laws regulation building construction and certifies under oath and penalties of perjury that the foregoing information is true and correct.

Applicant's Signature: _____

Date: _____

CITY OF SOLON
BUILDING PERMIT APPLICATION

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	\$ _____
Impact Fee	\$ _____

Date of Final Approval and Entry as a Permit

Date

Entered By

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	\$125.00
\$2,001 to \$10,000	\$125.00 for the first \$2,000 plus \$13.00 for each additional \$1,000, or fraction thereof, to and including \$10,000.
\$10,001 to \$25,000	\$229.00 for the first \$10,000 plus \$11.50 for each additional \$1,000, or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000.	\$401.50 for the first \$25,000 plus \$11.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$676.50 for the first \$50,000 plus \$11.00 for each additional \$1,000, or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1226.50 for the first \$100,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3626.50 for the first \$500,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$6626.50 for the first \$1,000,000 plus \$4.00 for each additional \$1,000, or fraction thereof.

Valuation basis for permit fee shall be determined by the building official. The building official shall reference the most recent valuation data as published bi-annually by the International Code Council.

For the year 2021, single-family dwelling use areas of typical non fire-rated design will be based on gross square foot floor area as follows:

Finished area (includes insulated tempered sun porches, etc.)	\$105.00 per square foot
Unfinished area (no non-bearing walls or wallboard)	\$50.00 per square foot
Finishing previously unfinished areas	\$50.00 per square foot
Garage area (attached and detached – not climate controlled)	\$40.00 per square foot
Open deck area (no roof)	\$25.00 per square foot
Open carport and screened porch area (attached with roof)	\$30.00 per square foot
Glass enclosed porch area (insulated but not climate controlled)	\$40.00 per square foot

Code Review Fees. Each building permit application is subject to a plan review by the building official as set forth by the International 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 a permit is approved or not).

Residential Applications (1&2 family)	25% of the Building Permit Fee Added
Commercial Applications	40% of the Building Permit Fee Added

Other Inspection Fees.

(Solon Code 155.02)

- | | |
|--|--------------------|
| 1. Inspections outside normal business hours (8am to 5pm weekdays) | *\$165.00 per hour |
| 2. Inspections for which no fee is specifically indicated | *\$110.00 per hour |
| 3. Additional plan review required by changes, additional or revisions to plans | *\$110.00 per hour |
| 4. Subsequent inspections requested after the initial call for final inspection by applicant | *\$110.00 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 | @\$1.00 per mile |
- *Minimum charge of one hour with one-half hour increments thereafter

- 2) **Residential Site Plan Review Fee:** \$175.00
- 3) **Sewer Tap Fee:** \$255.00 residential - \$505.00 Commercial - \$525.00 Industrial (Solon Code 96.02)
- 4) **Water Meter & MIU:** \$282.70 (Solon Code 91.06)
- 5) **Water Tap Fee:** \$100.00 (Solon Code 90.06)
- 6) **City Admin Fee:** \$165.00
- 7) **Erosion Fee:** \$75.00
- 8) **Soil Quality Restoration Fee:** \$50.00
- 9) **Impact Fee:** Determined by City

6) 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 SUDAS 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.

7) Building Codes

Effective November of 2020, the City of Solon has adopted the 2015 International Building Code, the 2015 International Residential Code, 2015 International Existing Building Code, and the State Electrical and Energy Code.

8) Key Lock Box Requirements

The Solon City Code requires that a key lock box be installed at the main entrance of the following structure types:

1. Commercial or industrial structures
2. Multi-family residential structures defined as three or more dwelling units that have restricted access through locked doors and have a common corridor for access to the living units
3. Commercial structures on the main floor and residential dwelling units on the second or above floors
4. Governmental structures and nursing care facilities

See Chapter 155.07.1 of the Solon City Code for additional information.

9) Engineering Fees

Any fees inquired by the City for an engineer review or inspection related to this permit will shall be reimbursed to the City of Solon by the permit applicant.

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 and convenient location. Authorized person must notify building official **one workday** before inspection is required.

REQUIRED BUILDING INSPECTIONS:

- | | |
|-------------------------------------|--|
| Initial
<input type="checkbox"/> | • <u>Setback inspection:</u>
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. |
| <input type="checkbox"/> | • <u>Curb Cut Inspection:</u>
To be made prior to the curb being cut. The Public Works Director shall be called for inspection before the street curb is cut. |
| <input type="checkbox"/> | • <u>Water service inspection:</u>
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. |
| <input type="checkbox"/> | • <u>Sewer service inspection:</u>
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. |
| <input type="checkbox"/> | • <u>Footing inspection:</u>
To be made after excavation, formwork, and reinforcement steel for footings are completed and prior to the concrete being placed. |
| <input type="checkbox"/> | • <u>Foundation wall inspection:</u>
To be made after formwork and reinforcement steel for poured walls are completed and prior to concrete being placed. |
| <input type="checkbox"/> | • <u>Under slab inspection:</u>
To be done to observe underground electrical or mechanical work, prior to covering with concrete. |
| <input type="checkbox"/> | • <u>Gas piping air test:</u>
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. |
| <input type="checkbox"/> | • <u>Electric service meter release inspection:</u>
To be made after meter box and main panel are installed with the connecting wiring and conduit. |
| <input type="checkbox"/> | • <u>Rough-in frame inspection:</u>
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. |
| <input type="checkbox"/> | • <u>Sidewalk and Driveway inspection:</u>
To be made after formwork is completed and prior to concrete being placed. The Public Works Director shall be called for an inspection of the sidewalk and driveway. |
| <input type="checkbox"/> | • <u>Final inspection:</u>
To be made after finish grading, sidewalks, driveways, and buildings are completed and ready for occupancy. |
| <input type="checkbox"/> | • <u>Other inspections:</u>
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. |
| <input type="checkbox"/> | • <u>Re-inspections:</u>
Limited to one re-inspection of any code violation. All additional re-inspection costs are to be paid by the applicant. |

To arrange for on site inspections or for any questions,
 Call 319-338-4939 or 319-329-7500
 Ask for Josh Beeh at Van Winkle-Jacob Engineering
 Building Official, City of Solon, Iowa

For inspections performed by the Public Works Director call City Hall at 624-3755 or
 Public Works Director cell phone at 631-5071

I have read the above required inspection list and agree to abide by the regulations. I understand that failure to call for inspections may result in a Municipal Infraction. First offense is punishable by a \$750 fine.

 Applicant

 Date

**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, 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 Josh Beeh, the Building Official at 319-338-4939 or 319-329-7500 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 SUDAS Standards and Solon Code of Ordinances. The City of Solon will issue a Sidewalk Release 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. The City of Solon will provide sidewalk and impact fee releases with originals filed the City of Solon and available on the Johnson County Recorder's website.

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, 101 N Iowa Street in Solon. No building can be occupied until you receive such notification from the City Office.