



Waterloo Building Department
715 Mulberry Street
Waterloo IA 50703
319-291-4319
www.cityofwaterlooia.com

Single Family Dwelling Application Checklist

- _____ **Building Permit Application.** Applications can be found on the city website. Include total valuation of the project and square footage of finished living space area.
- _____ **Site Plan.** An approved site plan document is required from Planning & Zoning and the Engineering Department. You must submit a site plan of the lot or parcel with placement of the dwelling and any decks or landings that are proposed. Show dimension of the property, size of structure and distances to lot lines. Include driveway, sidewalk and curb cut locations.
- _____ **Construction Site Runoff.** A completed CSR application will need to be submitted for Engineering Department review and approval including a preconstruction on-site inspection prior to permit. (This step applicable to construction within City limits of Waterloo, omitted for County permits)
- _____ **Building Plan.** Submit a legible set of construction drawings. Include as much detail as possible. Show all floor levels with room layout and window locations. Detail beam types and sizes. Provide a wall section detailing the footing dimensions, below grade wall construction, sill and floor joist information, above grade wall construction, rafter, decking and roofing materials. Include insulation R-values and method used for each level. Note decks, porches and any basement finish.
- _____ **Window Schedule.** Include information on safety glazing and egress where required.
- _____ **Iowa Energy Conservation Code Compliance.** Upon completion of the structure, compliance with the 2012 IECC must be submitted in order to obtain occupancy. This can be accomplished by one of the following methods. Check which one will apply to your project and then schedule the required inspections or submit certificates from a registered Home Energy Rating (HERS) company upon completion.
 - _____ IECC Section 402.1 Prescriptive Method
 - _____ IECC Section 402.1.4 Total UA Alternative Method
 - _____ IECC Section 405 Performance Method
- _____ **Building Number.** A "New Address Form" needs to be issued by the Engineering Department assigning the new address. The building number must be displayed at the building site for the preconstruction inspection and throughout construction.

Permit Address: _____

Applicant: _____ Phone _____