



CITY OF FOREST CITY, IOWA

PERMITS & NEW CONSTRUCTION GUIDELINES

1. **Building Permit (Application for Zoning Compliance Certification)** – The initial fee for a building permit is \$35, which should be remitted with your application. If your project is not substantially started within 180 days and completed within 18 months after date of issuance, the fee is \$50 to reapply for the same project. The third application for the same project will be \$100 and requires Council approval.
 - a. Cashier will receipt in the permit fee and mark as paid.
 - b. Deputy Clerk will assign a permit number, record in permit list for that year, and cycle to utility supervisors.
 - c. After the Water/Wastewater, Street & Line Superintendents have initialed their approval, the permit will submitted to the City Administrator for final approval.
 - d. If denied, the applicant will be notified of the reason denied. If a variance or special exception is needed for their project, they can pay a \$230 application fee to meet with the Board of Adjustment.
 - e. If approved, the Deputy Clerk will fill out & sign the Compliance list. The applicant and appropriate County Assessor will receive copies of the approved permit, filing the original.
 - f. At year end, the permit list for that year is added to the master list, which is then sorted, and reprinted for the City Administrator and Deputy Clerk.
1. **Board of Adjustment Application** (necessary if variances are needed) - \$230 application fee
 - a. To schedule a BOA meeting, check with the City Administrator on an available date, then contact all the members of the BOA to ensure there is a quorum.
 - b. After establishing a quorum, type up an agenda for the meeting. The agenda, in addition to copies of the BOA & building permits, will make up a packet that will go out to the BOA, City Attorney, City Administrator, and original filed. The agenda only goes to the applicant, FCED, neighboring properties affected by the project, and posted in both City Hall locations.
 - c. Minutes of the BOA meeting will be prepared by the Deputy Clerk, with the City Attorney preparing a Clerk's Certificate and Variance Approval. The minutes and variance approval need signatures from the BOA Chairman and City Administrator, while the Clerk's Certificate is signed by the City Administrator and notarized. Copies of these documents are sent to the Board and applicant, with the appropriate County Assessor receiving a copy of the original permit noting the BOA's approval, in addition to the Variance Approval.
3. **Application for Building Water Service** - \$750 permit fee
 - a. The fee is receipted in by the Cashier, noting on the permit form that it is paid.
 - b. The forms then go to the Water/Wastewater Superintendent for approval. After approved, copies will go to the applicant and W/WW Supt with an updated list of issued permits, filing the original.
4. **Application for Building Sanitary Sewer Service** - \$50 permit fee for Residential/Commercial, or \$100 for Industrial Permit.
 - a. The fee is receipted in by the Cashier, noting on the permit form that it is paid.
 - b. The forms then go to the Water/Wastewater Superintendent for approval. After approved, copies will go to the applicant and W/WW Supt with an updated list of issued permits, filing the original.

5. **Electric Hookup** – The contractor does not need to pay the \$50 for electric hookup while constructing the house. The new homeowner will be required to pay the \$50 electric hookup fee once electric is transferred to their name.

NOTE: The forms listed above can be found on the www.cityofforestcity.com website under the Services Tab in Permits & Applications.