



**CITY OF WAHPETON, IOWA**  
**APPLICATION FOR CONSTRUCTION PERMIT**  
 Wahpeton Code of Ordinances: [www.wahpetonia.govoffice.com](http://www.wahpetonia.govoffice.com)

APPLICANT: \_\_\_\_\_ DATE \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION OF PROPOSED CONSTRUCTION: LOT \_\_\_\_\_, BLOCK \_\_\_\_\_, SUBDIVISION \_\_\_\_\_

REQUESTING TO BUILD, \_\_\_\_\_ TO ALTER, \_\_\_\_\_ TO MOVE, \_\_\_\_\_ STRUCTURE AND/OR BUILDING

IMPROVEMENTS PROPOSED: \_\_\_\_\_

AREA OF THE LOT (L & W)? \_\_\_\_\_ SQ FT. HEIGHT OF THE BUILDING? \_\_\_\_\_ ft. \*(35 ft. limit, measure from lowest to highest point)  
 \*(Can not build on top of fill added to increase height elevation of structure)\*

FRONT YARD: (depth) \_\_\_\_\_ ft. REAR YARD (depth) \_\_\_\_\_ ft. SIDE YARD (L) \_\_\_\_\_ ft (R) \_\_\_\_\_ ft

ZONING DISTRICT: (165.04) R RESIDENTIAL \_\_\_\_\_, (165.05) LF LAKE FRONTAGE RESIDENTIAL \_\_\_\_\_, (165.06) C COMMERCIAL \_\_\_\_\_

The Building or Buildings will be used for the following purposes:

**THE FOLLOWING DETAILED INFORMATION IS REQUIRED**  
**INCOMPLETE APPLICATIONS WILL BE RETURNED**

1. Site plans shall be drawn to a measurable scale and include a detailed drawing of the subject lot with all existing and proposed improvements: Structures and building to include dwellings, garages, sheds of all kinds, decks, patios, retaining walls, fences, and signs. The site plan shall indicate all lot dimensions, all exterior dimensions of all existing structures and improvements and distances of all improvements and existing structures from lot lines. New construction will include a drawing of proposed floor plan and front and rear elevations. (Chapter 165.09)
2. What is the lot ground level elevation of the construction site before construction \_\_\_\_\_? After construction \_\_\_\_\_? For the main level of the structure. Will you be adding any fill to the lot \_\_\_\_\_? If so, how many cubic yards (Chapter 165.01.7). \_\_\_\_\_?
3. Will you be removing any trees (Chapter 165.10.12.2) \_\_\_\_\_? If so, where and how many \_\_\_\_\_?
4. Will you be constructing any retaining walls, walls or fences on the property (Chapter 165.10.7) \_\_\_\_\_? If so, where at \_\_\_\_\_?
5. Will you be making any changes to the lakeshore bank (Chapter 165.10.12) \_\_\_\_\_? If so, you need a Lakeshore Landscaping Permit.
6. Site plan shall include but not be limited to the type of construction proposed, lot area, number and size of dwelling units, floor area of office or commercial building, child capacity of a day nursery, buffers, landscaping, parking area, walls, density, floor area ration, anticipated expansion, and other information deemed necessary to illustrate compliance with Chapter 165 of the Wahpeton Code of Ordinances. (Chapter 165.10)
7. **Every applicant for a building permit shall provide with the application a current copy of a plat of survey including current structure(s) and ground contour elevations, prepared pursuant to the provisions of Chapter 355 (Standards for Land Surveying) of the Code of Iowa, for the property on which the structure is to be constructed.** The property owner shall also uncover and make visible the corner monuments of the property that have been placed pursuant to the survey. Any failure to comply with these provisions shall be grounds for denial of the requested permit. Lot stakes need to be visible. (Chapter 165.15.4)
8. The undersigned agrees that if this Construction Permit is granted, he/she will use the said improvements or new construction for no other purpose than those specified in the Construction Permit. And further agrees to conform to all City Ordinances applicable, and especially to comply with the provisions of Chapter 165 of the Wahpeton Code of Ordinances. Any changes in exterior dimensions, either before or during the construction, must be approved by the Zoning Administrator. (Chapter 165.15)
9. The site plan shall include drainage plans to show that adequate drainage has been provided for while project is under construction, and after completion. Silt Fence Screening Required 165.10.13 and DNR permit for work done below the OHWM Ordinary High Water Mark.
10. **INSPECTIONS. Per Chapter 165.15.3 The Zoning Administrator may make periodic inspections to review and determine if the actual construction is being built in compliance with the plans, specifications and information provided for the permit.**
11. Total Green Open Space (Pervious) On Lot After Construction: \_\_\_\_\_?% (Needs to be 35% or more, Z.O. 165.10.1)
12. Approximate Construction Cost: \$ \_\_\_\_\_?
13. Name, Address, and Phone # of General Contractor: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_? (\$1.50/\$1,000 Valuation or \$50 minimum), Check # \_\_\_\_\_  
 Construction needs to start in 6 months and be done in 1 year. Chapter 165.15.3 Extension of permit is \$200 plus original permit fee.

Applicant \_\_\_\_\_ Contractor: \_\_\_\_\_  
 (Home Owner Must Sign) (See Reverse)

Administrative Use Only

Passed Planning & Zoning: \_\_\_\_\_ Permit Granted: \_\_\_\_\_  
 Passed Board of Adjustment: \_\_\_\_\_ Permit Denied: \_\_\_\_\_  
 Approved on: Month \_\_\_\_\_, Day \_\_\_\_\_, Year \_\_\_\_\_



Jess Radcliffe - Zoning Administrator

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**APPLICATION FOR CONSTRUCTION PERMIT-Continued**

THIS INFORMATION SHOULD BE COMPLETED TO THE BEST OF YOUR KNOWLEDGE. IT IS UNDERSTANDABLE IF NOT ALL SUBS HAVE BEEN DESIGNATED FOR A JOB AT TIME OF APPLICATION. HOWEVER, IT IS YOUR RESPONSIBILITY TO SUBMIT THIS INFORMATION WHEN IT DOES BECOME AVAILABLE.

SUB-CONTRACTORS



Excavation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Fax: \_\_\_\_\_



Concrete: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Fax: \_\_\_\_\_



Carpenter: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Fax: \_\_\_\_\_



Plumber: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Fax: \_\_\_\_\_



Electrician: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Fax: \_\_\_\_\_

**City Of Wahpeton Iowa**

**Construction Building Permit Check List**

**Please initial and date on each line and return to City Hall**

\_\_\_\_\_ **PROPERTY OWNER(S)**

\_\_\_\_\_ **ADDRESS OF PROPERTY FOR PERMIT**

\_\_\_\_\_ **GENERAL CONTRACTOR  
CONTACT INFORMATION**

\_\_\_ / \_\_\_ / \_\_\_ **Quick Reference Guide**

\_\_\_ / \_\_\_ / \_\_\_ **City of Wahpeton Fee List**

\_\_\_ / \_\_\_ / \_\_\_ **Application for Construction Permit**

\_\_\_ / \_\_\_ / \_\_\_ **Current Survey**

\_\_\_ / \_\_\_ / \_\_\_ **Knowledge of setback requirement of Lot**

\_\_\_ / \_\_\_ / \_\_\_ **Site Plan**

\_\_\_ / \_\_\_ / \_\_\_ **Application for Excavation of Street, Alley, Highway, or Public Ground**

\_\_\_ / \_\_\_ / \_\_\_ **Application and Permit to Tap Water Main**

\_\_\_ / \_\_\_ / \_\_\_ **New Water Hookup Permit**

\_\_\_ / \_\_\_ / \_\_\_ **Install Private Irrigation System**

\_\_\_ / \_\_\_ / \_\_\_ **General Landscaping Application**

\_\_\_ / \_\_\_ / \_\_\_ **Lakeshore Bank Landscaping Application**

\_\_\_ / \_\_\_ / \_\_\_ **Tree Removal Application**

\_\_\_ / \_\_\_ / \_\_\_ **Fence Permit**

\_\_\_ / \_\_\_ / \_\_\_ **Iowa Great Lakes Sanitary District Notice**

\_\_\_ / \_\_\_ / \_\_\_ **IOWA ONE CALL 800/292-8989, Call-Before-You-Dig**

\_\_\_ / \_\_\_ / \_\_\_ **Application Reason for A Variance (Board of Adjustment Required)**

**\* PLEASE INITIAL AND DATE ON EACH LINE AND RETURN TO THE CITY OF WAHPETON \***

Bob Boettcher, President  
John Senn, Deputy Clerk

Jim Rohlfen, Vice President  
Alan Bailey, Trustee

Kae Hoppe, Clerk/Secretary  
Steve Anderson, Superintendent

**IOWA GREAT LAKES SANITARY DISTRICT  
303 28TH STREET  
MILFORD, IOWA 51351**

**PHONE (712) 338-2626  
FAX (712) 338-2627  
[iglsd@milfordcable.net](mailto:iglsd@milfordcable.net)**

## **Notice**

This Notice is intended to inform property owners and contractors of section 6.9 Article VI of the Iowa Great Lakes Sanitary District Ordinance. Section 6.9 requires that an old building sewer service line may be reused with connection to a new building or the remodeling of an existing building when found on examination that the sewer service line meets all requirements of the District's Ordinance. Since the summer of 2007 the District has required closed-circuit video inspection (CCTV), which provides detailed, site-specific data needed to analyze and diagnose the sewer service line. A representative of the Iowa Great Lakes Sanitary District needs to be present for the CCTV. The District has a list of local contractors that can televise the sewer service line or will work with any qualified CCTV operator. We welcome your presence during the CCTV so if there are any defects with the sewer service line they can be viewed by all and a repair, replace, or reuse will be determined. To request a contractor's list, schedule a District representative to view the CCTV, or if you have any questions call the District's office at 712-338-2626.