

ZONING/BUILDING PERMIT APPLICATION



118 S. Main St., Fairfield, IA 52556
(Ph.) 641-472-6193 (Fax) 641-472-0698

GENERAL INFORMATION			
Application date:		Site Address:	
Requested start date:		Estimated completion date: Click here to enter a date.	
Zone:	Lot Width: FT	Lot Depth: FT	Lot Area:
Description of Work:			
Value of material to be used in construction: \$		Do not include labor.	

APPLICANT INFORMATION		
PROPERTY OWNER		
Name/Company:		Phone:
Address (if different than site):		
City/State/Zip:		Email:
CONTRACTOR		
Company:		Contact Person (print):
Address:		City/State/Zip:
Phone:	24-Hour Phone:	Email:
Affiliation:		
Subcontractor(s) (List all; attach sheet if necessary):		

TYPE OF PROPOSED WORK (SELECT ALL THAT APPLY)				
<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Move	<input type="checkbox"/> Alteration	<input type="checkbox"/> Permit Extension
<input type="checkbox"/> Principal Structure	Length:	Width:	Height:	
Gross Ground Floor Area: SF		Gross Square Footage: SF		
Building Description:		Number of units:		
Distance from lot lines (feet)	Front:	Side:	Side:	Rear:
<input type="checkbox"/> Accessory Structure				
Length:	Width:	Height:	Distance from Primary Structure:	
<input type="checkbox"/> Building/shed/garage ²	<input type="checkbox"/> Deck	<input type="checkbox"/> Solar/Wind	<input type="checkbox"/> Pool	
Distance from lot lines (feet)	Front:	Side:	Side:	Rear:
<input type="checkbox"/> Fence ³	<input type="checkbox"/> Sign ⁴			
<input type="checkbox"/> Other; explain:				
<input type="checkbox"/> Is a new or revised driveway needed for this project? If yes, see Public Works Policy 2021-1 ⁶				
<input type="checkbox"/> Is any work occurring within the ROW (driveway/utilities)? If yes, a Work within Right-of-Way Permit is needed. ¹				
<input type="checkbox"/> Is this parcel adjacent to Crow Creek or other low lying areas? If yes, a Flood Plain permit maybe needed ⁵				

- A completed Site Plan is attached to this application: Describe the location, including dimensions/measurements of proposed work and all existing buildings. Give the work's position relative to all lot lines. Show where utility services enter the structure and where off street parking is provided. You may use the attached Site Plan form or your own plan providing it contains at least the amount of detail shown on the attached. Aerial photos and approximate property line information can be form here: <https://beacon.schneidercorp.com/>
- The undersigned has reviewed Home Owners Association requirements and the above work meets all requirements.
- No Homeowners Association exists.

The undersigned hereby certifies that the applicant has read and examined this application and know the same to be true and correct. All provisions of the law and ordinances covering this type of work will be completed whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or local law regulating construction or the performance of construction. The undersigned also acknowledges they have reviewed and understands the requirements of Fairfield City Code.

Signed: _____

Date: _____

(Company Representative or Applicant)

Approval of permit does not relinquish the applicant / contractor of their liability or adherence to other statutory regulations. This permit becomes null and void if work has not begun within 90 days for permit being issued. Permits are valid for 18 months after work has begun.

Please allow for up to 14 calendar days for review of the permit.

OFFICE USE

PERMIT NO. _____

Reviewed & Approved by (related departments):

Street Superintendent / Designee Date

Waste Water Superintendent / Designee Date

Water Superintendent / Designee Date

Approved Approved w/ Corrections Reject and resubmit Denied _____

Zoning Administrator/Designee Date

The following permits have been submitted with this application:					
<input type="checkbox"/> Work within ROW ¹	<input type="checkbox"/> Sign Permit ⁴	<input type="checkbox"/> Flood Plain Permit ⁵	<input type="checkbox"/> Water Tap	<input type="checkbox"/> Sanitary Sewer Tap	
Applicant has been provided with corresponding regulations / requirements:					
<input type="checkbox"/> Work within ROW ¹	<input type="checkbox"/> Accessory Building Locations ²	<input type="checkbox"/> Fence Checklist ³	<input type="checkbox"/> Sign Permit ⁴	<input type="checkbox"/> Flood Plain Permit ⁵	<input type="checkbox"/> PW Policy 2021-1 ⁶

Fees	
Zoning Permit	\$
Sign Permit	
Other	
Total Fee Due	\$

Paid _____ Date