

***City of Gilbertville***  
1321 Fifth Street  
P.O. Box 107  
Gilbertville, Iowa 50634

Mark Thome,

City Hall Telephone: (319) 296-1822  
Fax Number: (319) 296-3238

Brian Wirtz, Building Inspector

Telephone: (319) 240-9504

## **BUILDING PERMIT INSTRUCTIONS**

1. The owner and/or contractor should contact Gilbertville City Hall during normal business hours to obtain a packet outlining instructions and required forms for requesting a building permit.
2. Please thoroughly read the materials enclosed to determine how you should proceed.
3. For accuracy and completeness, please follow the attached checklist.
4. If no variance is necessary, complete the application, site plan form and submit a complete set of building plans to City Hall.
5. If a variance is required, you'll need to comply with the city's setback requirements. A special permit will be necessary and instructions and forms for this process are included in this packet.
6. It is extremely important that all the necessary documentation is complete, accurate, and timely prior to returning to City Hall. Otherwise, incomplete applications and forms may delay your requests.
7. The Building Inspector will review all documentation.
8. The City of Gilbertville currently adheres to the 2012 International Building, Fire, Plumbing, and Mechanical codes and the 2012 National Electric Code as adopted by the City Council.

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**BUILDING INSPECTION CHECKLIST**

Listed below is a checklist for submitting your request for a building permit. Please review the checklist carefully and thoroughly, sign all the necessary and appropriate forms and submit to City Hall.

- City of Gilbertville Building Inspection Department Application for Building Permit**
- City of Gilbertville Building Inspection Department Site Plan**
- A Complete set of building plans**

If you exceed the city's setback requirements as outlined in the documentation provided in this packet, you'll need to follow the checklist below. Please review the checklist carefully and thoroughly, sign the appropriate forms as necessary and submit to City Hall.

- City of Gilbertville Building Inspection Department Application for Building Permit**
- City of Gilbertville Building Inspection Department Site Plan**
- A Complete set of building plans**
- Petition/Special Permit form. This form must include required signatures as outlined in the documentation provided. When obtaining signatures you can count husband's and wives as separate signatures as long as they sign the form separately. The address and telephone number is also required as stated in the special permit guidelines. Please pay special attention to the timeline for submitting the application materials and take this into consideration when scheduling your construction. Special variance documentation needs to be submitted to City Hall 21-days prior to the date Council will take action. The Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday each month. The reason for this timeline is because the City Council has to hold a hearing on the matter, the City Clerk has to comply with publication requirements and the city attorney has to prepare the necessary documents.**
- Your \$100 non-refundable check, money order or cash. This fee is for legal services in preparing the necessary contract and Resolution for the special variance. Checks and/or money orders should be made payable to the: City of Gilbertville.**