

### Permit Review Times

Please expect Safe Building to **begin** reviewing a submitted permit within 5 business days of receipt. Safe Building will complete its initial review of submitted permit materials within 3 business days of beginning the review. These lead times result in a total initial review time from receipt of 3-8 business days. Please anticipate this lead time when submitting a permit. If any of the materials listed below are missing or deficient this review period **will** be extended.

### Required Supporting Documents

- **Site Plan** that includes:
  - setbacks from property lines
  - accessory structure dimensions
  - distance to existing structures
- **Building Plan** that includes:
  - Exterior dimensions
  - Construction method (i.e. post and beam, stick frame, etc..)
  - Wall heights
  - Truss sizes (height included)
  - Garage door sizes, service door sizes
  - Dimensions from doors to corners
  - Spacing between overhead doors and service doors
  - Any utilities serving the garage (i.e. electrical, plumbing, HVAC)

### Permit Application Requirements

- **All permits require a complete, signed, permit application. The permit application is invalid if not signed by the permit applicant.**
- **The *minimum* supporting documents required in addition to the signed permit application are listed below.**
- The signed permit application must be submitted to the City Clerk.
- Required supporting documents may be submitted, preferably, to [office@safebuildingiowa.com](mailto:office@safebuildingiowa.com) or submitted electronically to the City Clerk.