

**City of Stanhope**  
**600 Main Street, P.O. Box 128**  
**Stanhope, Iowa 50246**  
**Telephone: 515/826/3290**  
**Facsimile: 515/826/4290**

**Application for Permit to Build**

I, we, the undersigned, hereby make application for a permit to build, re-build, construct upon the following described real estate located within the corporate limits of the City of Stanhope, Hamilton County, Iowa:

I hereby request to \_\_\_\_\_ build, \_\_\_\_\_ alter buildings or structures on the following

Street Address: \_\_\_\_\_, Stanhope, Iowa.

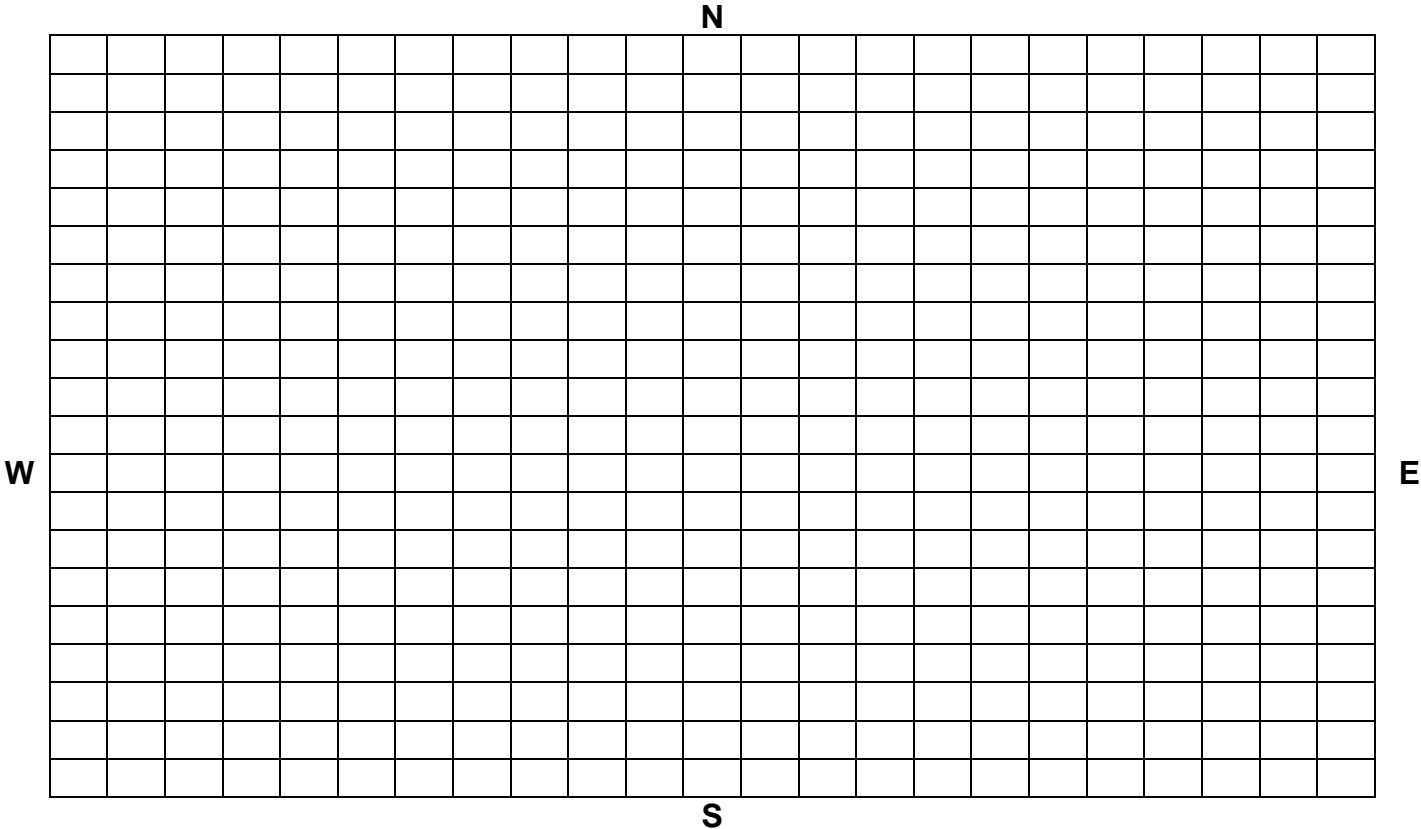
Improvements proposed: \_\_\_\_\_  
\_\_\_\_\_.

The size of the proposed construction will be \_\_\_\_\_ feet by \_\_\_\_\_ feet, and \_\_\_\_\_ feet in height.

Setbacks: Front yard \_\_\_\_\_ Side yard \_\_\_\_\_ Rear yard \_\_\_\_\_ Height \_\_\_\_\_

Construction material used will be \_\_\_\_\_  
\_\_\_\_\_.

**Must attach list and/or picture of materials for permit to be considered for approved.**



**Applicant(s), Please Complete Everything Below:**

Name and address of contractor: \_\_\_\_\_  
\_\_\_\_\_

Estimated Construction: Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

Estimated cost of improvement: \$ \_\_\_\_\_

I will ( ) will not ( ) be doing any digging (excavating). I have ( ) have not ( ) called Iowa One Call  
I understand that Iowa State law requires anyone digging, excavating, blasting, boring or any other  
type of excavation, to call Iowa One Call at phone number 811, least 48 hours in advance.

Please contact the city office at 515-826-3290 when the construction is completed so that an  
inspection can be completed. This permit remains incomplete until an inspection is completed.  
Approval of this permit does not constitute the city of Stanhope's approval of the designated use of a  
building or structure, and, further, the City of Stanhope assumes no liability for the placement of any  
building or structure upon private property within the corporate limits of Stanhope, Iowa. The City of  
Stanhope strongly recommends that a property survey be completed prior to the construction or  
placement of any structure onto private property.

\_\_\_\_\_  
Applicant(s) Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Phone Number

**REVIEW BY CITY**

Date: \_\_\_\_\_ Done By: \_\_\_\_\_ Approved: ( ) Yes ( ) No

Notes: \_\_\_\_\_

\_\_\_\_\_  
Council Signature

\_\_\_\_\_  
Mayor Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Construction Compliance Certificate Is Hereby: ( ) Granted ( ) Denied Permit Duration: 12 Months

Denial Reason: \_\_\_\_\_

Paid: ( ) Yes ( ) No By: Check ( ) # \_\_\_\_\_ Credit Card ( ) Date: \_\_\_\_\_

Follow Up: ( ) Yes ( ) No Date: \_\_\_\_\_ Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Name

Title

Date



**Building Code of the City of Stanhope, Iowa. Vi-25**  
**Title Vi - Community Development and Environment**  
**Chapter 4**  
**Building and Land Use Regulations**

**6-4.01 PURPOSE:** The purpose of this chapter is to provide and establish reasonable rules and regulations for the erection, reconstruction, altering and repairing of buildings of all kinds, as well as the use and occupancy of such buildings to promote the health, morals, safety, and general welfare in the city.

**6-4.02 BUILDING OFFICIAL:** The City of Stanhope shall have a Building Permit Approval Committee consisting of the Mayor of the City of Stanhope and designated (yearly by resolution) Council Member and alternate who shall approve all building permits unless they deem that the permit should be reviewed and approved by entire City Council.

**6-4.03 PERMIT REQUIRED:** No building or other structure shall be erected, altered, repaired, used, or occupied within the city without first receiving a permit there for.

**6-4.04 APPLICATION:** Application shall be made in writing, filed with the building official and contain the following information:

1. Name. The name and address of the applicant.
2. Location. The street address and full legal description of the property.
3. Proposed Work. The nature of work proposed to be done.
4. Use. The use for which the structure is or will be used.

**Building Code of the City of Stanhope, Iowa Vi-26**

**Plans:** Application for permits shall be accompanied by such drawings of the proposed work, drawn to scale, including such floor plans, sections, elevations, and structural details, as the building official may require.

**Plot Diagram:** There shall also be filed a plot diagram in a form and size suitable for filing permanently with the permit record, drawn to scale, with all dimensions figured, showing accurately the size and exact location of all proposed new construction or, in the case of demolition, of such construction as is to be demolished and of all existing buildings.

**6-4.05 FEES AND FINES:** A fee of fifteen (15) dollars shall accompany the application. If any construction is performed before permit is obtained and approved a fine of Two Hundred (200) dollars shall be imposed.

**6-4.06 AMENDMENTS:** Nothing shall prohibit the filing of amendments to an application or to a plan or other record accompanying same, at any time before the completion of the work for which the permit was sought. Such amendments, after approval, shall be filed with and be deemed a part of the original application.

**6-4.07 COMPLETION OF EXISTING BUILDINGS:** Nothing contained in this chapter shall require any change in the plans, construction, size or designated use of a building, for which a valid permit has been issued or lawful approval given before the effective date of this code of ordinances; provided, however, construction under such permit or approval shall have been started within six (6) months and the ground story framework, including structural parts of the second floor, shall have been completed within one year and the entire building completed within two (2) years after the effective date of this code of ordinances.

**Building Code of the City of Stanhope, Iowa Vi-27**

**6-4.08 APPLICATION APPROVED:** It shall be the duty of the building officials to examine applications for permits within a reasonable time after filing, three (3) business days if possible. If, after examination and review of premises, they find no objection to the same and it appears that the proposed work will follow the laws and ordinances applicable thereto, they shall approve the permit. If they deem that the permit needs further reviewed they may delay approval and submit the permit to the entire City Council for approval.

**6-4.09 ACTION BY COUNCIL:** If building officials forward the permit to the council for approval, they shall review the permit and either approve or disapprove the application. If disapproved, the council shall state its reasons for disapproval and notify the applicant of same.

**6-4.10 RESTRICTIONS:** No permit for the erection, alteration, use or occupancy of a building or similar structure shall be granted unless it definitely appears that such erection, alteration, repair, use or occupancy shall not cause or be the source of the following:

1. Noise. Any undue noise.
2. Electrical Interference. Any undue radio or television interference.
3. Odors. Any offensive odors.
4. Refuse. Any offensive or unsightly refuse.
5. Smoke. Any offensive or undue smoke.

**Building Code of the City of Stanhope, Iowa Vi-28**

**Fire Hazard:** Any fire hazard.

**Appearance:** Any unsightliness due to the appearance of any building or structure on the premises.

**Congestion:** Any undue gathering, congregating, parking of cars, or undue congestion of people or traffic.

**Other:** Any effect which will be obnoxious, offensive, dangerous, or injurious to the health, welfare, and safety of citizens.

### **Building Code of the City of Stanhope, Iowa Vi-28, Continued**

**6-4.11 CONDITION OF THE PERMIT:** All work performed under any permit shall conform to the approved application and plans, and approved amendments thereof. The location of all new construction as shown on the approved plot diagram, or an approved amendment thereof, shall be strictly adhered to. It shall be unlawful to reduce or diminish the area of a lot or plot of which a plot diagram has been filed and has been used as the basis for a permit, unless a revised plot diagram showing the proposed change in conditions shall have been filed and approved; provided that this shall not apply when the lot is reduced by reason of a street opening or widening or other public improvement.

**6-4.12 POSTING OF PERMIT:** A copy of the permit shall be kept on the premises open to public inspection during the prosecution of the work and until the completion of same. The building official may require a certified copy of the approved plans to be kept on the premises at all times from the commencement of the work to the completion thereof. The building official shall be given at least twenty-four (24) hours notice of the starting of work under a permit.

**6-4.13 REVOCATION:** The building official may revoke a permit or approval issued under the provisions of this chapter in case

### **BUILDING CODE OF THE CITY OF STANHOPE, IOWA VI-29**

There has been any false statement or misrepresentation as to a material fact in the application or plans on which the permit or approval was based.

**6-4.14 PERMIT VOID:** In the event that construction covered by a permit is not initiated and underway within one year from the date of issuance of a permit, such permit shall be deemed void and of no effect.

**6-4.15 RESTRICTED RESIDENCE DISTRICT ESTABLISHED:** The following area is hereby defined and established as a restricted residence district:

All that area lying within the corporate limits of the city except the following described area: (Code of Iowa, 1977, Sec. 414.24)

East and west side of Parker Street from Railroad tracks north to Iowa Street. East side of Adam Street from Railway Street to Ohio Street. West side of Bute Street from Railway Street to Iowa Street. South and North sides of Railway Street from Bute Street to Adam Street. North and South sides of Main Street from Adam Street to Bute Street. South side of Ohio Street from Adam Street to Parker Street.

**6-4.16 FRONT YARD REQUIREMENTS:** Within the restricted residence district there shall be a front yard of not less than fifteen (15) feet, except as follows:

**Between Existing Buildings:** Where a building is to be erected on a parcel of land that is within one hundred (100) feet of existing buildings on both sides, the minimum front yard shall be a line drawn between the closest front corners of the adjacent buildings on the two (2) sides, or

**Adjacent to Existing Building:** Where a building is to be erected on a parcel of land that is within one hundred (100) feet of an existing building on one side only within the same block, such building may be erected as close to the street as a line drawn from the closest front corner of that building to a point fifteen (15) feet back from the front lot line measured at the center of the lot on which the proposed building is to be erected.

**Double Frontage:** Where lots have a double frontage, the front yard as required herein shall be provided on both streets.

**6-4.17 SIDE YARD REQUIREMENTS:** Within the restricted residence district no building shall be erected closer than two (2) feet to either side lot line.

**6-4.18 REAR YARD REQUIREMENTS:** Within the restricted residence district there shall be a rear yard provided for each principal building of not less than two (2) feet or ten (10) percent of the depth of the lot, whichever amount is smaller.

**6-4.19 DETACHED GARAGE:** Within the restricted residence district no detached garage or other accessory building not attached to the principal building shall be erected closer than two (2) feet to any side or rear yard line.

**6-4.20 EXISTING LOTS:** No yard or lot existing on the effective date of this code of ordinances shall be reduced in dimension or area below the minimum requirements established in this chapter.

**6-4.21 PROHIBITED USE:** No building or other structure, except residences, schoolhouses, churches, and other similar structures, shall be erected, altered, repaired, used, or occupied within the restricted residence district as defined

### **Building Code of The City of Stanhope, Iowa Vi-31**

Herein without first receiving from the council a special use permit there for. No such special use permit shall be issued without the affirmative vote of three-fourths (3/4) of the full council.  
(Code of Iowa, 1977, Sec. 414.24)

**6-4.22 EXCEPTIONS:** The provisions of the preceding section shall have no application to any business, store, shop or factory existing and in operation in a restricted residence district on the effective date of this code of ordinances except in the matter of reconstruction, repair, alteration or change in use of the structure.

**6-4.23 RESIDENTIAL DWELLING STANDARDS:** All single-family dwelling units shall meet the following minimum standards: The dwelling shall have a minimum dimension of not less than 22 feet. This dimension shall be measured at the building line. There shall either be a continuous and complete permanent perimeter foundation of the main body or the foundation may be a slab-style foundation with a 5-foot frost footing. The main structure shall be permanently affixed to the foundation. All dwelling units shall provide for a minimum of 900 square feet of floor space. (Added by Ordinance No. 588)

**6-4.24 CERTIFYING ORDINANCES:** Within fifteen (15) days of the effective date of the adoption of any amendments to the provisions of this chapter the clerk shall certify such amendment to the county recorder. (Code of Iowa, 1977, Sec. 380.11)

### **Building Code of the City of Stanhope, Iowa Vi-31.1**

**6-4.25 ABATEMENT OF VIOLATION:** Any building or structure erected, altered, repaired, used or occupied in violation of this chapter shall be determined a nuisance and the same may be abated by the city or by any property owner within said district in the manner provided for the abatement of nuisances. (Sections 6-4.24 and 6-4.25 renumbered by Ordinance No. 588).