

515 Clark Avenue Ames, IA 50010 Phone 515.239.5153 Fax 515.239.5404 inspections@cityofames.org

NEW HOUSE

reviewed

SU	BMITTAL DOCUMENTS
	Building Permit Application
	Site plan showing: All buildings on the property Distance to all property lines from the buildings Any easements on the property
	Detailed building plans showing: Floor plans Elevations Roof framing plan/truss design certification
	REScheck energy compliance worksheet (available at www.energycodes.gov/rescheck)
	Construction Site Erosion and Sediment Control Permit Application (COSESCO) and a residential Storm Water Pollution Prevention Plan (SWPPP)
	Driveway/Curb Cut application
	Meter Request application
	If the new house will be in the Somerset Subdivision, the building plans shall be required to be stamped and signed with the developer's approval
	Electrical, mechanical, and plumbing work must be done by licensed contractors under separate permits
	Additional information as necessary to ensure safe and code compliant construction – you will be informed of any required additional information when your application and plans are



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BUILDING PERMIT APPLICATION

CONSTRUCTION PLANS MUST BE SUBMITTED WITH THE BUILDING PERMIT APPLICATION

Project Address				
Project Description				
Project Square Feet	Project	Valuation (Require	d)	
Note: The Project Valuation shall incluissued, including electrical, gas, mec Building Official, the valuation is unde the Building Official.	hanical, plumbing equi	pment and permane	nt systems. If, in th	e opinion of the
Applicant is: Property Own	ner 🗆 Tenant	☐ Contractor	☐ Architect	☐ Engineer
Name		Phone		
Company		Email		
Mailing Address				
If contractor, provide property o	wner or tenant nam	ie		
If contractor, provide Iowa Divisi	on of Labor Contrac	tor Registration No)	
Subcontractors who will also wo		Med	chanical	
Applicant Signature		Dat	e	

Departments of Public Works and Building Inspections
515 Clark, P.O. Box 811 Ames, IA 50010 Public Works Ph. 515-239-5160
Building Inspections Ph. 515-239-5153



City of Ames Construction Site Erosion and Sediment Control (COSESCO) Permit Application

Site Name & Lo	ocation (Address	& Legal Description):	
		n the City of Ames Website).	
Amount of impe	ervious area on t	he site post construction:	square feet
Description of w	work to be perfor	rmed:	
Estimated date v	work will comm	ence:	
Estimated date v	work is to be con	mpleted:	
Area of site:	acres	Approximate areas to be disturbed:	acres
(Each additional Subdivision Plan (Stormwater Ma FYI: When the SExempt: City/St IDENTIFY (US An Io An Io	l year site is acti in Review: \$450 inagement Plan site becomes act ate Entities SING YOUR IN owa NPDES Ge owa General Per	&/or Pollution Prevention Plan Review) ive inspections at subdivisions are billed NITIALS) ALL OF THE FOLLOWIN neral Permit Number 2 is not required formit Number 2 is required for this site. The substitution of the substitu	\$200 per year) per staff time G THAT APPLY or this site.
"A property and a c addition, writter Permit No. 2, in	Stormwater Poleurrent copy wing evidence of co-	Illution Prevention Plan (SWPPP) has been all be provided to the city as part of this national compliance with the requirements limited to SWPPP updates and weekly instance with this ordinance."	application . In s of NPDES General
A. B.	under the rec	"As owner, I HAVE ACCEPTED a come the sole responsible permittee for st quirements of NPDES General Permit No will be provided to the City as part of this "As owner, I have NOT ACCEPTE	tormwater compliance, b. 2. Written evidence of s application"
C.		"As a contractor, or subcontractor, un DES General Permit No. 2, I have signed s a co-permittee , and a copy shall be pro	nder the requirements of d the certification

IDENTIFY (USING YOUR INITIALS) ALL OF THE FOLLOWING THAT APPLY

This site will be vegetated seed	from Sod	Seeding	Combination of sod and
If seeded which type of m Compost: Rolled			Hydro-Mulch

The following attachments shall also be provided:

√ Complete	Description
	Fee: Refer to Ordinance No. 3875 Sec. 5.A.2(2) and (3)
	An application fee at the time of application in the amount set from time to time by City Council resolution.
	For each inspection required by the ordinance, the applicant shall pay an
	inspection fee in the amount set from time to time, by resolution of City Council.
	Grading plan prepared by a licensed engineer or land surveyor showing the proposed work, the boundaries and dimensions of the property, the location of streets, sidewalks and sewers in the area of the property, and the actual location of the property where the proposed work is to occur. This would also include the property and other properties in the area sufficient to show topography, drainage patterns, existing facilities and vegetation and other natural features.
	Stormwater Pollution Prevention Plan: Includes any other sketches, maps, studies, engineering reports, tests, profiles, cross-sections, construction plans and specifications the City may require to fully analyze the risk of erosion and pollution potential and the procedures available to prevent the same. Includes all required information in IDNR General Permit Number 2.
	NPDES Stormwater Discharge Permit-General Permit Number 2—Letter of Authorization from IDNR

Notification Statement

A. The Holder of the Iowa NPDES General Permit Number 2 can transfer Iowa NPDES General Permit Number 2 responsibility to homebuilders, new lot owners, contractors, and subcontractors. Transferees must agree to the transfer in writing, and must agree to fulfill all obligations of the SWPPP, and the Iowa NPDES General Permit Number 2. Absent such written confirmation of transfer obligations, the applicant remains responsible for compliance on any lot that has been sold. The builder will not receive a COSESCO permit until a transfer agreement has been provide.

B. The applicant shall notify the City in writing a minimum of 5 working days prior to any application to the IDNR for release of any property from a General Permit Number 2.

Permit Holder Information (IDNR general permit No. 2 and City of Ames COSESCO permit):

Name:				
Company Name:				
Address:				
City:	State:	Zip Code:		
Telephone #:	Email A	Address:		
Property Owner (if diff		,		
Company Name:				
Address:				
City:	State:	Zip Code:		
Telephone #:	Email A	Email Address:		
Contractors Having Res	sponsibility on the cons	ruction site:		
Name:				
Company Name:				
Address:				
City:	State:	Zip Code:		
Telephone #:	Email <i>A</i>	Address:		

By signing this application form, the permittee understand that:

Permit Approval Date:

apply)

Approved: __ (City Staff)

- This permit must be approved prior to construction activity on site.
- Compaction reduction must be achieved by deep tilling a minimum of six inches during final stabilization for both seeding and sodding
- Concrete washout must be contained when washing out on site
- Perimeter Controls must be in place prior to land disturbing activities unless clearing and grading is required.
- Inlet protection must be below grade in paved areas after street inlets are installed.
- This site must stay in compliance with Iowa NPDES General Permit #2 and the City of Ames 5A and 5B Ames City Code.

Signature of Applicant:	Signature of Owner (if different from applicant)
Print Name:	Print Name:
Date:	Date:
lease Note: Applicant's failure to ponstitute a violation of Ordinance N	provide current, accurate information shall lo. 3875.

(Each additional year site is active permit shall be renewed. A \$200 fee will

COSESCO Permit Number:

Parcel ID # :_____

Single Family Home Lot SWPPP Plan

(Shall be submitted with COSESCO Permit Application)

Show on SWPPP/Erosion Control Plan

- A stabilized rock construction entrances/exits, to prevent off-site tracking.
- Location of sediment barriers (silt fence or wattles).
- Surface waters such as detention ponds or drainage swales if any are on site.
- Any Easements on the site.
- Inlet protection on or near the lot.
- Location of Concrete Washout Area. Washout on site must be contained.
- Drainage Patterns by flow direction arrows.
- Location of Dumpster waste materials including but not limited to: construction debris, liquid and hazardous waste, containment to prevent loose and/or lightweight materials from being carried by wind. (Materials should be contained.
- Porta-Potty Location Not required but suggested.
- Have a note on plan to maintain practices in effective operating conditions such as having no gaps/rips/tears in sediment controls. Controls need to be secure to the ground so water does not run under or around them.
- Have a not on the plat that states soil must be worked (tilled, disked, or plowed) a minimum of 6" depth to meet compaction reduction requirements prior to permanent stabilization (sodding/seeding).

SWPPP Inspection Requirements on Single Family Lots.

- A qualified person (provided by the discharger) shall inspect disturbed areas of the
 construction site that have not been finally stabilized at lease once every seven calendar
 days.
- Disturbed areas and areas used for storage of materials that are exposed to precipitation shall be inspected for evidence, or the potential for pollutants entering the drainage system. Erosion and sediment control measures and permit pollution prevention measures identified in the plan shall be inspected and changes should be revised as soon as practicable. Modifications shall provide for timely implementation of any changes to the plan within 3 calendar days following the inspection.

Inspection Report Information.

- A Report summarizing the scope of the inspection, names, and qualification of
 personnel making the inspection, the date of the inspection, major observations relating to
 the implementation of the storm water pollution prevention plan and actions taken to
 keep the plan and site in compliance. Inspection reports must be retained for at least three
 years or until project termination. The reports must be signed in accordance with part
 VI.G of the NPDES general permit #2.
- Reports should describe the condition of sediment and erosion controls and if they are
 functioning effectively or need maintenance. Additional controls or removal of controls
 should be noted in the inspection report and on the site map. The site map should be
 updated as changes occur. Proper disposal of construction wastes should be noted in the
 report.

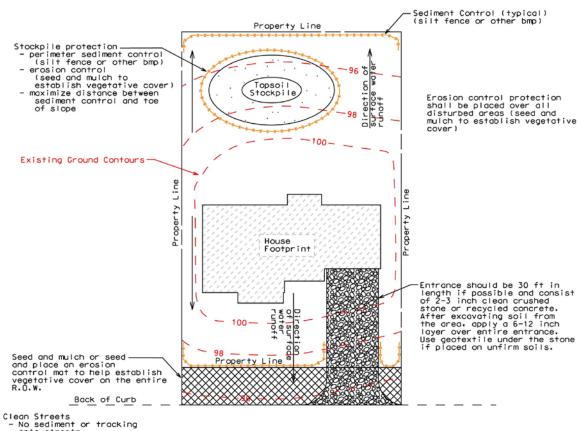
Stormwater Pollution Prevention Inspection Report for Single Homebuilding Lots. A inspection shall be done at least every 7 days.

Lot Address: Date: Inspector: COSESCO Permit #: COSESCO Permittee: Type of Inspection:
Soil Condition Dry Saturated Snow Covered
Is the driveway stabilized? ☐ Yes – Rock ☐ Yes – Paved ☐ No, Requires maintenance ☐ No - Foundation/Backfilling Work ☐ Frozen/Snow covered
Does soil need cleaned off the street? ☐Yes ☐No
Does trash on this lot need cleaned up? ☐Yes ☐No
Are the down slope perimeters of the lot protected with sediment controls? Yes No Additional controls need added Not sure, Covered with snow Current controls require maintenance Perimeter Controls are not needed on this lot at this time
Are storm drains on or near this lot protected? Yes No N/A No storm drains are on or near this lot Not sure, covered with snow
Does seed, mulch, or other stabilizing measures need to be applied or re-applied? ☐ Yes - This lot is built out and needs stabilized ☐ Yes - Controls need re-applied ☐ No - This lot is well stabilized ☐ No - This lot is active
Are hazardous materials stored in appropriate containers away from storm drains and concentrated flows? Yes No No hazardous materials are on this lot
Is the porta-potty on this lot staked down to prevent being knocked or blown over? \square Yes \square No \square N/A - No porta-potty on this lot
Have neighboring lots been torn up as a result of the work on this lot? Yes No NA Neighboring lot is being built on Not sure, snow covered
Do neighboring lots require sediment controls to be installed because of the work being done on this lot? ☐ Yes ☐ No ☐ Additional controls need installed on neighboring lot. ☐ Existing controls need maintenance on neighboring lot. ☐ No controls are needed on the neighboring lot at this time.
Does seed, mulch or other stabilizing measures need to be applied or re-applied to the neighboring lot? No Not Sure, Snow covered Yes, The North South East West neighboring lot needs to be stabilized when this lot is built-out.
List the items that must be corrected:

This report was prepared as a sample report for the City of Ames Construction Site Erosion and Sediment Control (COSESCO) Permit. It does not represent the views of the DNR or EPA. The City of Ames assumes no legal liability for penalties resulting from other regulatory agencies.

CITY OF AMES TYPICAL RESIDENTIAL SWPPP PROVISIONS TYPE 'A'

If surface water flowage easement feature present then seed and mulch for establishment of permanent vegetation.



onto streets

x-x-x-x-x-

Sediment Control (silt fence, compost socks, wattles, or other similar bmps)
Note: Additional rows of sediment control may be needed on steeper slopes to
break-up slope length. Place controls on the contour. When installing on the
contour, the base of each end of silt fence should be at the same elevation
as the top of the center of the fence in order to impound water.

Gravel construction entrance
Note: Install the entrance immediately following the placement of footing and foundation structures.

Direction of surface water runoff

Erosion control mat and vegetation

Waste containment

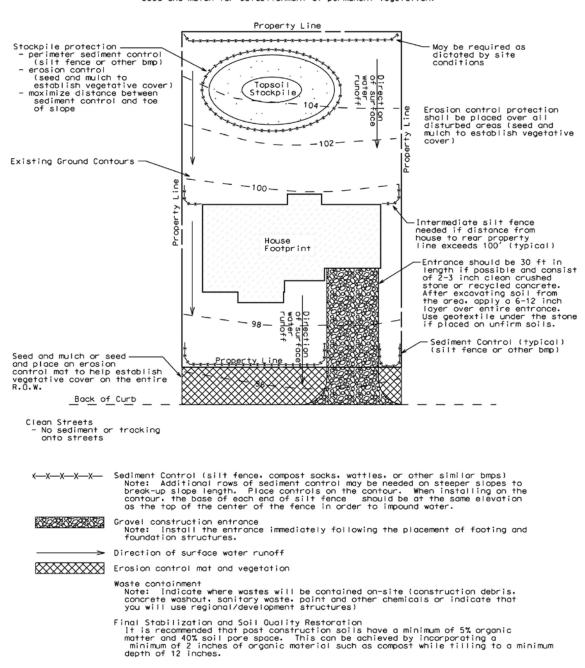
iste containment
Note: Indicate where wastes will be contained on-site (construction debris, concrete washout, sanitary waste, paint and other chemicals or indicate that you will use regional/development structures)

Final Stabilization and Soil Quality Restoration
It is recommended that post construction soils have a minimum of 5% organic matter and 40% soil pore space. This can be achieved by incorporating a minimum of 2 inches of organic material such as compost while tilling to a minimum depth of 12 inches.

City of Ames, Iowa Building Inspections Division

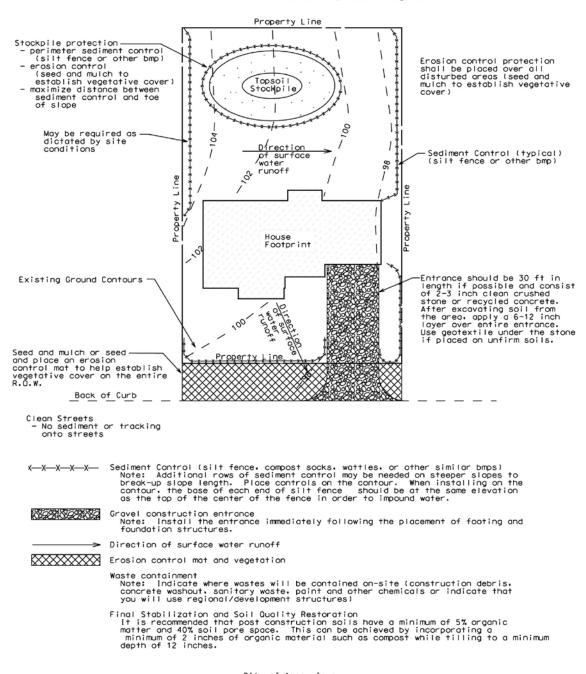
CITY OF AMES TYPICAL RESIDENTIAL SWPPP PROVISIONS TYPE 'B'

If surface water flowage easement feature present then seed and mulch for establishment of permanent vegetation.



CITY OF AMES TYPICAL RESIDENTIAL SWPPP PROVISIONS TYPE 'C'

If surface water flowage easement feature present then seed and mulch for establishment of permanent vegetation.







CITY OF AMES UTILITY CUSTOMER SERVICES 515 CLARK AVENUE PO BOX 811 AMES, IA 50010 515-239-5120 FAX 515-239-5286

Service Address:		
If multi-unit, list apartment or sur Numbers must be at least three digits le example, apartment 1 on floor 1 would	ong, starting with the floor number f	Followed by the apartment number. For a floor 3 would be 305.
What will be the primary use of this str	ructure? Residential Use	Commercial Use
Each apartment must be individually m City of Ames Electric Services - Electr		for written approval is obtained from the
Will each apartment be individually	metered for water service?	No.
Please Indicate <u>ALL</u> Meters That V	Vill Be Needed For This Location	1:
Temporary Electric	Yard Meter, a meter instal (typically for outdoor uses) that does	led after the water meter to measure water not discharge to the sanitary sewer.
Permanent Electric	Water Only/Irrigation V	leter, a meter installed on a separate service
Water Meter	• •	lischarge to the sanitary sewer or water used by
Orders for meters will be sent to the El form in the Utility Customer Service of Division (239-5151) when you need n	ffice. Contact the Electric Meter l	visions within one week of receipt of this Lab (239-5510) or the Water Meter
Please Complete The Following Inf	Formation To Assure Proper Billin	ng:
Electrician:		Phone:
Plumber:		Phone:
Builder:	I	Phone:
bills rendered for meters and utility corcustomer of the City of Ames Utilities,	nsumption. If the person/company l	plete an application for service before this
Customer Name:		
Mailing Address:		
Signature of Owner or Build	er	

DRIVEWAY ACCESS AND PAVING APPLICATION



Submit to Administrative Services Division 515 Clark Ave, Room 205, Ames, IA 50010 515-239-5160 FAX 515-239-5261 www.cityofames.org

The City of Ames requires a permit for all paving of a new on-site driveway, replacement of an existing on-site driveway, expansion of a driveway, or construction of a driveway approach or replacement of an existing driveway approach in the right-of-way.

All paving is subject to standards of the Ames Municipal Code for minimum and maximum dimensions and locations of driveways and parking. An inspection of the driveway installation is also required to close out the permit as completed and receive a certificate of occupancy if applicable.

Routine maintenance and repair of a portion of a driveway are exempt from requiring a permit prior to paving. However, replacement or reconstruction of a driveway is not maintenance and requires conformance to current standards and requires a permit. Paving of a gravel driveway will also require paving of the driveway approach.

A complete application form with a dimensioned sketch of the proposed driveway configuration shall be included with this application. See detail requirements of the driveway sketch below.

Project Address			
Applicant is: ☐Property C		r	
Name		Phone	
Company			
Mailing Address	_		_
If contractor, provide the pro	perty owner's name _		
If contractor, provide State o	of Iowa Contractor Reg	istration No	_
□ Driveway and Approach	☐ Driveway O	n-Site only □	Driveway Approach Only
The permit fee is \$100.00 paving. Payment of the fee is			
Applicant Signature		Da	ate

Example of Complete Site Plan and Standard Specifications are show below – **Please show** dimensions for measurements marked with an 'x' with the submittal.

A complete application will be reviewed by the Planning Division and Transportation Division within 5 working days.

Summary of Standards

Paving is only permitted in the front yard if it leads to an attached garage or to uncovered parking in the side or rear yard. The front yard extends for the full width of the lot. Chapter 29 (Zoning Ordinance) and City adopted standards of the Statewide Urban Design & Specifications (SUDAS) include standards for the dimensions, design, and location of driveways. All driveways will be reviewed and inspected for conformance to these standards.

Driveway Width

On-site driveway width is limited in width based upon the size of the garage or parking spaces on the site. Width is measured at the sidewalk transition or at the property line as it relates to the size of the garage directly accessed from the street.

1-Car Minimum of 9 feet, maximum of 12 feet 2-Car Minimum of 9 feet, maximum of 20 feet 3 and 3+ Car Minimum of 9 feet, maximum of 24 feet

Paving can widen out from the sidewalk to the width of the garage.

An exception to exceed the maximum width is allowed for the addition of a "flared" parking area located to outside edge of the driveway and in conformance with the other standards. Flares require generally a 45-degree taper extending out 5 feet from the driveway.

Paving a driveway in front of the portion of home that is not the garage is prohibited. An exception of up to four feet for a 1-car garage site may be approved by the Planning Division when no other option to widen a driveway exists.

On-site turnarounds may be permitted for high-volume streets or lengthy driveways as an exception to the width and location requirements.

All sites are subject to conformance to maximum impervious coverage limits based upon zoning.

Driveway Approach Width

The width of the approach must be proportional to the on-site driveway width, with a minimum of 10 feet. The maximum width is determined in relation to the on-site driveway width for a 1, 2, or 3 or more car garage.

In addition to the width of the approach, flares of 3-5 feet are required. Flares must be a minimum of 1-foot from the property line.

The driveway approach width cannot be increased to match the width of a "flared" parking area.

Sidewalks Across Driveways and Approaches

All sidewalks crossing a driveway in the Right-of-Way (ROW) are subject to SUDAS for design specifications. Special attention shall apply to conformance with cross slope requirements of a maximum of 2.0%. The City of Ames recommends that a sidewalk be poured separately from the approach and driveway to more easily meet the cross-slope standard and to design the sidewalk with a 1.5% cross slope to address construction tolerances. No sidewalk in excess of 2.0% will be accepted by the City of Ames as compliant. Removal of driveways and sidewalk and a new pour of concrete will be required to make a sidewalk conforming.

Paving Inspections

To complete a driveway permit and inspection of the driveway is required.

A final inspection is required within 48 hours of the driveway being poured.

Inspections may be requested by calling Administrative Services at 515-23-5153 or through our online permitting portal at

https://energov.cityofames.org/EnerGov_PROD/SelfService/AmesIAProd#/home.

If you would like an inspector to look at the framing of the driveway before pouring, you may request a code consultation in the same manner you would an inspection. The code consultation will be scheduled between 9:30-11:30 and 1:30-3:30 M-F subject to standard scheduling policies of the Inspection Division.

If there is no inspection request or the paving does not comply with the permit upon inspection, the City may withhold Occupancy Permits until a site is in compliance and/or issue a municipal infraction for noncompliance.

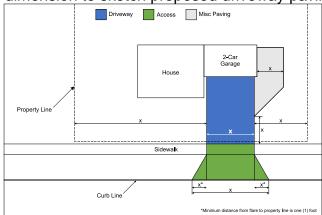
Number of driveways

A property may have only one driveway unless there is 150 linear feet of frontage. Driveways must still lead directly to a parking space and meet separation requirements. This means "looped" driveways are typically will not comply with these standards.

ACCESS AND PAVING PERMIT SUBMITTAL GUIDELINES

- 1. Permit Application
- 2. Dimensioned Site plan showing:
 - a. All buildings on the property
 - b. Location and dimensions of the proposed driveway with distances from lot lines
 - c. Location and dimensions of all existing driveways on the property
 - d. Driveway width at sidewalk
 - e. Driveway access width at the curb, edge of flare to property line
 - f. Any fire hydrants, manholes, or utility located within 5' of the proposed location.

Example of Site information and dimension requirements. Applicant may use an aerial photo with a scale or annotated dimension to sketch proposed driveway paving.



ADDITIONAL INFORMATION

All driveways are subject to Public Works design requirements based upon SUDAS. The following are standards details for conformance to these standards. The City's Traffic Engineer can consider unique conditions for deviations to these details, i.e. significantly curved lot frontages on cul-de-sacs.

Driveway approaches and sidewalks must be concrete in accordance with City of Ames Supplemental standards and SUDAS specifications.

Driveway Approaches must be a minimum of six (6) inches thick and have an expansion joint between the back of curb and the approach.

On-site driveways and sidewalks may be a minimum of 5 inches thick.

