

CITY OF HARLAN, IOWA  
**APPLICATION FOR BUILDING PERMIT**

(PLEASE PRINT)

BLDG. PERMIT NO. \_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION \$ \_\_\_\_\_ PERMIT FEE: \_\_\_\_\_

RECEIPT NO. \_\_\_\_\_

IA STATE LICENSE COMPANY NAME \_\_\_\_\_ LICENSE HOLDER NAME \_\_\_\_\_

IA STATE LICENSE # : ELECTRICIAN \_\_\_\_\_ PLUMBER/MECHANICAL (HVAC) \_\_\_\_\_ EXP. DATE \_\_\_\_\_  
(Building permit application will not be approved without active State of Iowa contractor licenses recorded here AND any employee working for a contractor must be able to produce a current State of Iowa license on the job site upon request) LICENSE(S) VERIFIED \_\_\_\_\_  
(INITIAL & DATE)

REAL PROPERTY OWNER \_\_\_\_\_ CONTRACTOR REGSTRTN NO. \_\_\_\_\_

ZONE: \_\_\_\_\_ BLUEPRINTS: On site \_\_\_\_\_ In File \_\_\_\_\_ MEC CHECKLIST \_\_\_\_\_ SEWER PERMIT NO. \_\_\_\_\_

Is there a City &/or HMU utility easement to avoid? No \_\_\_\_\_ Yes \_\_\_\_\_ (If Yes, indicate where it is on the project drawing)  
IN FLOOD PLAIN?: No \_\_\_\_\_ Yes \_\_\_\_\_; 500 yr. \_\_\_\_\_ 100 yr. \_\_\_\_\_ NEW COMMERCIAL CONST.: COMMRL SOILS REPT \_\_\_\_\_  
(if Yes and 100 yr., please complete flood plain certificate) (date received)

TAX ABATE. FORM (IF APPLIES) \_\_\_\_\_ RESOLUTION NO. \_\_\_\_\_ DATE ADOPTED: \_\_\_\_\_  
(date given)

RADON VENTING SYSTEM NEEDED?(For properties testing positive for radon & all new construction) No \_\_\_\_\_ Yes \_\_\_\_\_  
(if needed, include installation in construction details)

I hereby make application to (please circle one) - erect - install - move - add to - structurally alter \_\_\_\_\_  
(other)

Street Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Real Property Owner's Mailing Address: \_\_\_\_\_

On the reverse side of this sheet, draw a plan showing: 1) lot shape and dimensions; 2) size and location of any existing structures on the same lot; 3) the location and dimensions (including height) of proposed project/structure; and 4) distances proposed structure will be from all buildings and all lot lines.

The following are the details of the construction as to materials and the type and size of the project to be completed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE TO APPLICANT (if applicable):**

Please check the location of sanitary sewer for this property to guarantee proper depth of basement.  
**BEFORE YOU DIG** - have all buried lines located (utilities, phone and cable television). **Phone 811 for Iowa One Call**

City Ordinance requires that sidewalks be constructed when building is completed.

**NOTE TO PROPERTY OWNER: THE CITY DOES NOT MAINTAIN PROPERTY OWNERSHIP RECORDS AND THEREFORE DOES NOT IDENTIFY PROPERTY LINES. THE FOLLOWING STATEMENT MUST BE SIGNED BY THE PROPERTY OWNER PRIOR TO THE ISSUANCE OF A BUILDING PERMIT INVOLVING SETBACK REQUIREMENTS:**  
  
"THIS PROPOSED CONSTRUCTION MEETS OR EXCEEDS THE MINIMUM ZONING SETBACK REQUIREMENT(S) FOR THE LOT LINES AND/OR UTILITY EASEMENTS ON OR ADJOINING THE PROPERTY IDENTIFIED IN AND FOR THE PROPOSED CONSTRUCTION AS DRAWN IN THIS APPLICATION."  
  
PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_

**ATTENTION APPLICANT:**

Issuance of a building permit pursuant to this Application does not constitute a waiver by the City of Harlan of any right or obligation it may have to enforce its zoning ordinance(s) once Applicant's proposed project is completed. The Applicant acknowledges that he or she will be held solely responsible for the absolute compliance of the proposed project/structure with all setback requirements, zoning regulations and building codes notwithstanding the issuance or rejection of this building permit application. Identification of property lines is the Owner's responsibility.

This Applicant asks that he/she may be granted a building permit to construct the project described upon the real estate above-described. By his/her signature below, Applicant certifies that he/she is the owner of the above-described real property or is acting on behalf of the above-identified owner as the Owner's authorized agent.

Signed at Harlan, Iowa this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Cell No. \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY -- APPLICANT DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

This building permit is REJECTED because: \_\_\_\_\_  
\_\_\_\_\_  
SIGNED: \_\_\_\_\_ Date \_\_\_\_\_  
(ZONING ADMINISTRATOR)  
Applied for Board of Adjustment variance of: \_\_\_\_\_  
(Date Applied) \_\_\_\_\_ Public Hearing Held \_\_\_\_\_ Granted \_\_\_\_\_ Denied \_\_\_\_\_  
Reasons for granting/denying: \_\_\_\_\_  
\_\_\_\_\_  
This building permit is APPROVED.  
SIGNED AT HARLAN, IOWA THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.  
BY: \_\_\_\_\_  
(ZONING ADMINISTRATOR)