

City of Buffalo

Procedures for Applying for Building Permit

A building permit is the City of Buffalo Iowa's authorization to allow an owner or registered contractor to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure. The permit is required to assure any work performed meets the minimum standards of the International Building Code, as set forth by the City Council. This assurance is provided through inspections that are performed by the City Building Inspector, however, it is the responsibility of the owner or contractor to call and schedule the required inspections. Services of our Building Inspector are provided to aid in the successful and safe completion of your project.

A building permit is required to construct, enlarge, alter, repair, move, demolish, or change the occupancy of any building or structure unless the work is specifically exempt from a building permit. Permits are also required for mechanical (heating & air), electrical, plumbing, sewer and water installation (trade work). Contractors performing trade work must have an appropriate trade license, as well the required State Registration.

A building permit application is made at City Hall. Office hours are between 8 am and 5 p.m. Monday through Thursday, Friday 8 am – 4 pm. The City Clerk will accept building permit applications, along with required documentation and will review it for completeness. During this review and prior to submission to the Building Inspector, the City Clerk will check the online database of Contractor Registrations and will place the registration number of each contractor on the permit application form. No permits will be issued to unregistered contractors. Homeowners may apply for building permits to work on their own residence without state registration and are subject to the same inspections for code compliance as contractors. The permit will be issued only after review and approval of the application and supporting documents by the Building Inspector.

Drawings are required for all projects except for things such as roofing, siding, and window replacement. All other jobs including but not limited to decks, room additions, garages, sheds, and fences will require a drawing showing at a minimum the lot dimensions, and size, shape, and placement of existing and proposed structures. The Building Inspector may request detailed drawings at any time.

Required Inspections:

Inspections must be made at the following points:

- Prior to the pouring of footings, approaches, and sidewalks.
- All electrical, mechanical, plumbing (requested by the appropriate sub-contractor) prior to covering
- The building rough (requested by the general contractor) prior to covering the structure;
- All electrical, mechanical, plumbing (requested by the appropriate sub-contractor) when each is complete;
- Final Building Inspection (requested by the general contractor) prior to occupancy.

Work on any project may not continue until the required inspection is completed and the work is approved. Occupancy may not occur until final inspection approval has been made by building inspector and certificate of occupancy is issued in accordance with Buffalo Municipal Code 6-7.0209.

All inspection results will be filed at City Hall.

The ultimate responsibility for obtaining a building permit and assuring all inspections are made throughout the construction process is the owner. If final inspection has not been scheduled and approval granted within 180 days, your permit will expire. Owner will be charged with cost of an additional building permit until work is complete and acceptable. Extensions may be granted by the building inspector in certain circumstances, but must be documented.

**All questions relating to the building code should be directed to the Building Inspector,
381-2226.**