

- Show the proposed location of all underground utility systems (electric, water, sewer, telephone, and cable TV).

BUILDING PERMIT APPLICATION PROCEDURES

1. ALLOW 24 TO 48 HOURS ON ALL APPLICATIONS FOR REVIEW AND APPROVAL.
2. Proposed building plan shall include the following and be submitted in duplicate:
 - Plan must be drawn to scale. Scale must not be less than 1" = 20 feet
 - Draw lot and show all dimensions.
 - Show north direction by utilization of an arrow.
 - Draw all streets and alleys adjacent to the property in question.
 - Draw existing buildings and/or trees on the lot noting distances from lot lines (include any roof overhang)
 - Draw proposed buildings and or additions, indicating the size and height.
 - Show distances on all exposed sides from the lot lines to the foundation.
 - Give the current and the proposed overhang dimensions if any.
 - Show all easements on the property.
3. Inspections require a minimum 48 hours prior notice to the City of Buffalo.
4. All construction projects will require applicable staking, footing, roof nailing, plumbing, framing, electrical, mechanical, and final inspections.
5. *A Certificate of Occupancy is required prior to occupying the structure.*
6. All building permits are valid for a period of 180 days from the date issuance.
7. The applicant warrants that he/she is familiar with, understands, and will abide by the provisions of the *International Building Code of Ordinances, National Electrical Code, Code of Iowa, related rules and the Code of Ordinances of the City of Buffalo, Iowa:*
 - sanitary sewer connections and related matters.
 - water connections and related matters.
 - electrical wiring and related matters.
 - building codes and related matters.
 - Excavation
8. The applicant must identify the electrician, HVAC tech and plumber who will construct the electrical, HVAC and plumbing systems, including their respective Iowa license numbers *at time of application of building permit.*
8. The applicant must contact the City for an inspection of all exterior electrical systems owned by the applicant.

Buffalo City Hall
329 Dodge Street
Buffalo, IA. 52728
(563) 381-2226

