

# Single Family Dwellings

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**Reference:** City of Marion Ordinances and International Residential Code

## **Permit requirements:**

A building permit is required for new single-family dwellings.

Separate electrical, plumbing, and mechanical permits are required to be obtained by Iowa state licensed contractors.

Engineering permits, including minor erosion control and sewer connection permits are required. Contact Public Works at 319-743-6340 or [public-works@cityofmarion.org](mailto:public-works@cityofmarion.org) for more information or review the City of Marion website.

Building Permits are issued for one 12-month period and can be renewed once for an additional 12 months. The sub-permits are issued for a 24-month period and may not be renewed. Projects must be completed prior to the expiration of the Permit, or you may be subject to Municipal Infractions as set forth in the Marion Code of Ordinances.

## **Applying for permits:**

- Complete the Building Permit Application, Plan Review Sheet, Erosion Control Permit Application and Energy Conservation Code Form
- Prepare to-scale plans including elevations and all items listed on this handout
- Draw a site plan showing all items listed on this handout
- Email the applications and all completed plans to [buildingpermits@cityofmarion.org](mailto:buildingpermits@cityofmarion.org) or go to the City of Marion website for information about applying through the Online Permit Service portal
- Upon completion of the review, you will be notified by phone or email to secure your permit

## **Construction Plans to be Submitted:**

### **SIZE INFORMATION:** (Sizes in square feet)

- Finished area of the basement, first floor, and second floor
- Unfinished area of the basement
- Size of garage
- Decks, porches, screened porches

### **FOUNDATION AND BASEMENT PLAN:**

- All footing locations and sizes including decks, porches, etc.
- Partition walls, including size and spacing of studs in bearing walls
- Room dimensions and overall dimensions. Label all rooms
- Window sizes and locations
- Door sizes and locations
- Beams and posts: location, type of material, sizes
- Floor joist type, material, size and spacing

- Sump pit location
- Smoke detector location

**FIRST FLOOR PLAN:** (include second floor when applicable)

- Room dimensions and overall dimensions. Label all rooms
- Window sizes and locations
- Separation between house and garage (1/2" gypsum board on garage side, hollow metal or solid wood door)
- Smoke detector, attic access, and exhaust fan locations
- Beam and header sizes and material. Girder truss locations. Show bearing walls
- Kitchen layout and bathroom layout including plumbing fixtures
- Porches and decks: dimensions and construction

**WALL CROSS SECTION:** (Include size, material, spacing)

- Footing, foundation, reinforcing, anchor bolts, tile, gravel, damp proofing, and final grade level
- Treated sill plate, floor joist, box joist, floor sheathing
- Wall framing, wall sheathing, headers
- Weather barrier, siding, vapor barrier, interior finishes, ceiling heights
- Insulation: basement wall, framed walls, ceiling
- Ceiling joist, rafters, trusses, roof sheathing
- Eave ice barrier, roof felt underlayment, roofing, soffit, fascia, attic ventilation.

**STAIR CROSS SECTION:**

- Rise (max. 7 ¾"), tread (min. 10), headroom (6'-8"), handrail height, guard spacing, and stair width
- Detail on winders when applicable

**EXTERIOR ELEVATION DRAWINGS OF ALL FOUR SIDES:**

- Windows and doors
- Porches, decks, landing at doors. Guards and steps at decks
- Show final grade
- Siding and /or exterior finishes

**ENGINEERING:** (additional documentation may be required)

- Structural slabs or precast concrete
- Soil engineering may be required

**SITE PLAN:** Submit an accurate site plan and include the following:

- Lot number, subdivision
- Location of lot pins, property lines, and dimensions of the lot
- Proposed structure with the distance from the structure to the property lines and other structures on the property
- Label North arrow
- Location of overhead and underground utilities, easements, alleys, etc.
- Include directional arrows for the flow of the surface water drainage

**Inspections required:**

The applicant or permit holder is responsible for calling for the required inspections and keeping the project open for inspections. Each phase of construction shall be in compliance with the City of Marion Codes and shall pass inspection before work proceeds. A Rough-In inspection should be called when all rough framing, plumbing, electrical and mechanical work is completed, but nothing is covered yet. At 24-hour notice is required prior to scheduling an inspection.

Call **319-743-6330** to request an inspection.

Inspection hours are 9:00 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m., Monday thru Friday.

**Final inspection** – The building must not be occupied until a FINAL INSPECTION has been completed and approved. A Temporary Certificate of Occupancy can be issued as long as all interior items are completed. Once those items indicated on the Temporary Certificate of Occupancy have been addressed a re-inspection must be performed. Once all items have been re- inspected, a CERTIFICATE OF OCCUPANCY will be issued.

**Other Division Contacts:**

Planning Division – 319-743-6320, [planning@cityofmarion.org](mailto:planning@cityofmarion.org)

Engineering Division – 319-743-6340, [public-works@cityofmarion.org](mailto:public-works@cityofmarion.org)

Marion Water Department – 319-743-6310