

BUILDING INFORMATION

All building requires separate permits for Electrical, Mechanical and /or Plumbing as needed.

INSPECTION INFORMATION

Call City Hall 393-0588 for Inspections 24 Hour notice is required. Monday through Friday 8 AM to 4 PM. **It is the responsibility of the party doing the work authorized by a permit to notify the Building Department that the work is ready for inspection.**

1. **First Inspection – Verification of a building permit.**

Building Permit Card must be on Site and available for viewing and displayed before inspections are conducted. **NO EXCEPTIONS** a re-inspection fee will be charged if a permit is not on site. **IT IS THE CONTRACTORS RESPONSIBILITY TO HAVE BUILDING PERMITS AND INSPECTION RECORD CARD DISPLAYED and AVAILABLE UNTIL FINAL INSPECTION.**

REQUIRED INSPECTIONS:

SEWER & WATER CONNECTIONS: Where sewer and water is available, open sewer & water connections must be inspected. If no sewer or water line stubbed into the lot, contact the City Clerk for Street Opening Permit and any other requirements before proceeding.

FOUNDATION INSPECTION shall be made after trenches are excavated and forms erected, *AND BEFORE CONCRETE IS POURED.*

CONCRETE SLAB OR UNDER THE FLOOR INSPECTION - Inspection shall be made after all in slab or under floor building service equipment, conduit, piping accessories, and other auxiliary equipment items are in place, but before concrete is pored or floor sheathing installed, including the sub-floor.

FRAME INSPECTION -The inspection shall be made after the roof, all framing, fire blocking and bracing are in place; all pipes, chimneys and vents are completed, and the rough electrical, plumbing and heating wires, pipes and ducts are installed.

GRADING INSPECTION - Inspection shall be made after finish grade established but before seeding or sod laying.

FINAL INSPECTION - Inspections shall be made after the finish grading and the building is completed and ready for occupancy.

OCCUPANCY PERMITS - The Building Official will issue the permit.

OTHER INSPECTIONS - In addition to the required inspection above, the Building Official may make or require other inspections of any construction work.

2. **House Numbers MUST** be displayed at all times during construction. **NO EXCEPTIONS** or a re-inspection fee will be charged.
3. **Re-inspections** will be charged \$30.00 Billing will be sent to BUILDING PERMIT APPLICANT. Occupancy Permits **WILL NOT BE GRANTED UNTIL ALL OUTSTANDING FEES ARE PAID.**
4. **FINISHED CONCRETE DRIVEWAYS** - The inspection shall be made before hard surface is applied. If a culvert is required this inspection shall be done before back filled. **MAXIMUM width is 34 feet for residential garages 3 stalls or more and not located in a cul-de-sac bulb otherwise 24 feet is maximum width** at the sidewalk line, if no sidewalk measurement is at property line. Inspection required before permanent surface installed. No Variances.

BUILDING INFORMATION

OPEN DITCH DRIVES ROW PERMIT REQUIRED Culvert will be approved and inspected before other building commences. Refer to Driveway Ordinance and/or CR Metro Design standards. Ordinance takes precedence over Metro Standards. **NO HEADWALLS ALLOWED. CULVERT LENGTH** shall allow for 4-1 slope and may reduce max width of driveway allowed. Plastic culverts are not allowed.

5. **Tree planting** in City ROW must be pre-approved. Ordinance specifics can be obtained at City Hall.
6. It is the **Contractor 's** responsibility to provide silt fencing and provide erosion control measures to protect adjacent developed properties and city streets and storm sewers. **Refer to Illicit Discharge Ordinance** for details
7. The streets are **NOT** to be used for dumping, storage; placing of materials, dumpsters or any other such items that are not licensed vehicles.
8. The placement or erection of any structures less than 120 sq. ft. must have minimum of one inspection, for set back verification. Other inspections, may be required if electrical, plumbing or other such facilities are being added.
9. The design, exterior color and appearance of residential accessory buildings of 120 sq. ft or more shall use the same exterior materials of the principal residential building.
10. It is the permit applicant's responsibility to ensure the building construction conforms to any restrictive covenants and does not encroach upon any easements or flood plain areas. These areas shall be clearly identified on site plans as such.
11. The stamped approved prints and site plan will be available on site for the Inspector upon request. Approved prints and site plans shall not be understood or be considered as permission to allow for non-compliance to any ordinance or standards that are adopted or enacted by the City of Robins.
12. Effective October 1, 2006 Fees may apply for Temporary Occupancy requests.
13. **SMOKE DETECTORS** - All newly constructed residential properties in the State of Iowa must be equipped with smoke detectors that have both photoelectric and ionization sensors.
14. **SUMP DISCHARGE PIPE** – All new construction of principal use on a lot shall provide for connection of sump water discharge to a dedicated tile or storm sewer whenever such drain tile or storm sewer is located immediately adjacent to such lot or located within 25 feet thereof in the public ROW or drainage easement. Pipe will be 4" in diameter and non perforated.

The purpose of this document is to address frequently asked questions, if you do not find information addressing a question, you should contact City Hall for more information. Information not included in this document shall not be understood or be considered allowable unless it is stated as such in the Ordinances or standards adopted by the City of Robins. Ordinances take precedence over any standards adopted by resolution or whichever is more restrictive.