



**BUILDING DEPARTMENT**

24 North Center Street

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**Responsibilities of the Building Department:**

- Administers the International Building Code, Energy, and Americans With Disabilities Act Codes.
- Reviews construction plans and specifications.
- Issues necessary permits and conducts necessary inspections during the construction, demolition, and moving of a building.
- Coordinates appeals to the Board of Appeals.

**A building permit is required to erect, construct, enlarge, alter, repair, move, or convert any building or structure in the City of Marshalltown.**

**Inspections:** All construction for which a permit is required is subject to inspection by the building department. It shall be the duty of those performing the work authorized by the permit to notify the building department that such work is ready for inspection. A.M. notification is required for P.M. inspections and P.M. notification is required for A.M. inspections. After hours inspections are available with additional charges.

**Appeals:** Appeals regarding the suitability of alternate materials, types of construction, and reasonable interpretation of the provisions of the Code shall be made according to Section 7-2 of the Marshalltown Code of Ordinances to the Board of Appeals. The Board of Appeals shall have no authority relative to interpretation of the administrative provisions of the Code nor shall the Board be empowered to waive the requirements of the Code.

During construction of a project the filing of an appeal of an interpretation of the Code will require stoppage of the work until a decision of the Board is reached.

This guide is designed to serve as a reference for development and permit procedures for residents, builders, contractors, developers and other individuals interested in Marshalltown. The requirements of the City Code and other regulations have been summarized in order to provide basic information. Specific questions and requests regarding the information provided should be directed to the appropriate department.

The City will not be financially liable for mistakes made in the development/construction process. City employees perform only limited roles in these matters and do not work directly for the developer, owner, lender, or contractor. Be certain to obtain competent expert advice from consulting engineers, planners, lawyers, and surveyors.