



CITY CLERK



24 North Center Street

641.754.5701

cityclerk@ci.marshalltown.ia.us

Responsibilities of the City Clerk

- Accepts payment for permits,
- Accepts and processes tax abatement applications,
- Accepts board and commission applications,
- Responsible for official City records
- City Clerk serves as secretary for Board of Adjustment, and
- Processes special assessments on properties.

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.