



**HOUSING & COMMUNITY DEVELOPMENT  
DEPARTMENT**

PHONE: 641-754-5756

FAX: 641-754-5742

**Building Permit Packet for Single-family and  
Two-family (Duplex) Residential uses**

Directions: The following information is required for City staff to review a building permit application:

- A complete building permit application
- A site plan that meets the requirements listed
- Driveway/curb cut application (if applicable)

*\*\*If you are unable to complete the required information please contact the appropriate persons/professionals who can assist you in completing the required paperwork\*\**

**Return this packet to the zoning office, first floor of City Hall.**

Once submitted, the zoning administrator, the public works director, and the building official review the packet.

The applicant will be contacted by phone when the permit is approved. Permits are picked up and fees paid at the City Clerk's office, City Hall.

**The following permits/fees may be applied depending on the request.  
For more information contact the appropriate department.**

- Building Permit
- Demolition Permit
- Driveway/Entrance Permit
- Driveway Extension Permit
- Electrical Permit
- Excavation Permit
- Gas Permit
- Moving Permit
- Plumbing Permit
- Satellite Dish Permit
- Sewer Connection Permit
- Sewer Connection Fee
- Sidewalk Inspection Fee
- Sidewalk Staking Fee
- Sidewalk Escrow
- Water Connection Fee
- Water Tapping Permit

\*This is a list for general reference, and does not include all City permits/fees.

**Please contact the following with any questions:**

Building Official: 641-754-5737

Zoning Official: 641-754-5756

Public Works Director: 641-754-5734

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**HELP KEEP MARSHALLTOWN CLEAN**

Our neighborhoods need to be kept clean at all times. The law requires all debris to be placed in approved dumpsters or trash containers.

This rule is good for all of us. It helps keep the area attractive and safe for people working and living in the area as well as for sightseers who might be interested in purchasing a new home.

In the same way, please be aware that open burning of construction materials is also prohibited for the same safety and good neighbor reasons.

Please be considerate of others by obeying the laws regarding debris and trash. We want Marshalltown to be an attractive community from the start of a new neighborhood.

Thanks for your help.

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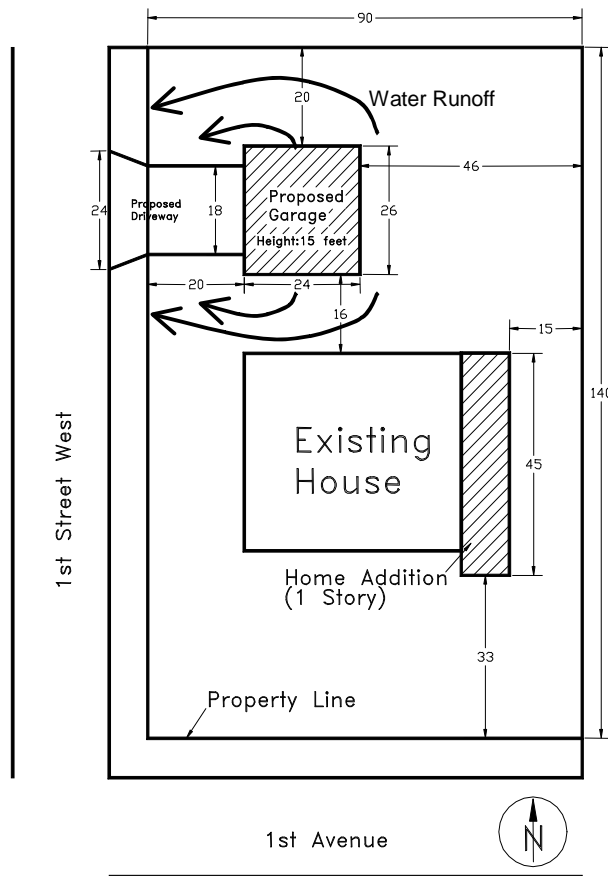
## Site Plan Required

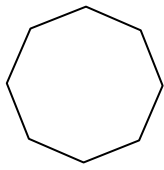
### 1. Standard Site Plan Requirements:

Standard site plans shall include the following information:

- a) Date of preparation and north arrow;
- b) A scale no larger than 1" = 10' and no smaller than 1" = 100';
- c) Name, address, and phone number of the owner of record of the property, applicant, and the person(s) or firm preparing the site plan;
- d) Property lines;
- e) Location and applicable dimensions of existing structures and applicable driveways and entrances;
- f) Location and dimensions of the proposed developments, including height.
- g) A storm water management plan that details the direction of surface flow, any detention and/or retention areas, and any outlet control structures and devices. Additional information may be required if deemed necessary by the City Engineer.
- h) Where applicable, elevation views of existing and proposed structures from all directions. These elevation views shall indicate shape, height, type and color of materials. All drawings shall be to scale, with the scale indicated.

## SAMPLE SITE PLAN





North Arrow

Name:

Address:

Date:



**CITY OF MARSHALLTOWN  
DRIVEWAY APPLICATION AND PERMIT**

Zoning: 641-754-5756; Engineering: 641-754-5734 PERMIT # \_\_\_\_\_

**This permit must be filed with the building permit or before altering a driveway or extension.  
Please respond to all applicable sections.**

<b>Applicant Information</b>	
Contractor:	Phone:
Property Owner:	Phone:
Address:	
Date:	

**Driveway, Driveway Extension, Curb Cut and Entrance Requirements**

1. No garage or 1 stall garage: 12' driveway allowed + one extension
2. 2 stall garage and larger: 24' driveway allowed + one extension
3. Driveway extension: 10' width of one vehicle allowed
4. Only one driveway is allowed in a front yard per street frontage. No driveway shall be located in front of a dwelling, but must be to the side of the dwelling, except for any dwelling area portions attached to and located above or behind a garage. If the dwelling has an attached garage, the driveway must be located on the same side as the garage. A driveway shall be connected and lead to only one curb cut or entrance.
5. A driveway extension must be contiguous and parallel to the driveway and must be located between the driveway and the side property line in the direction away from the dwelling, if there is sufficient space. If there is not sufficient space, the extension may be located on the opposite side by submitting a variance application to the Board of Adjustment.
6. Driveway and driveway extension surfaces must be concrete, blacktop, asphalt, bricks, gravel, or crushed rock, constructed and maintained in quality, quantity and size to prevent the creation of ruts or deterioration or damage to the driveway, driveway extension or soil beneath from vehicle use.
7. Residential lots greater than 0.5 acres and with a front yard depth greater than 75 feet are exempt from certain driveway and extension regulations. Contact zoning for additional information at 754-5756. A driveway permit is still required to be submitted and approved.
8. All work in the city right-of-way shall be subject to the approval of the City Engineer.
9. It shall be unlawful for any person, firm or corporation to cut or remove any curbing for any purpose without first securing a written permit therefore from the City Engineer.
10. All contractors and individuals working in any portion of the street right-of-way shall be bonded and insured as provided in the code of Marshalltown and on file with the City Clerk.
11. All work shall be in accordance with the current City of Marshalltown specifications.
12. Approaches shall not project across the property line without the written permission from the abutting property owner placed on file with the City Engineer.
13. An inspection shall be requested from the City Engineer's Office (Phone: 754-5734) prior to the contractor placing the surface. Enough advance notice shall be given to provide ample time for the inspector to get to the job site and inspect the work so the contractor can make any changes required, before the surface material arrives.
14. If concrete, asphalt, seal coat or brick surfacing is not used, a minimum of 3" thickness of 3/4" Class A crushed stone or Class C gravel shall be placed.
15. A \_\_\_\_\_ diameter culvert shall be installed as shown on the attached standard.
16. Culvert pipe required under the entrance shall be zinc coated corrugated metal or 1500 D concrete pipe.
17. \_\_\_\_\_ See attached drawing for additional grade and cross section requirements. **(OVER)**

**Please complete following information.**

Include a drawing and dimensions of the lot, including all structures and the driveway and/or extension.

1. Total width of driveway and extension after proposed construction:	
2. Driveway width:	Extension width:
3. Flare width per side:	Width of total curb cut:

I hereby state that I have read and understand the above regulations concerning driveways, driveway extensions, curb cuts and entrances.

Signature of contractor or property owner: \_\_\_\_\_

**For City Use Only**

Permission is hereby **granted** by the Public Works Director/City Engineer to perform a curb cut or entrance as requested above.

\_\_\_\_\_  
Public Works Director/City Engineer

\_\_\_\_\_  
Date

Permission is hereby **granted** by the Zoning Officer to install a driveway and/or driveway extension as requested above.

\_\_\_\_\_  
Zoning Officer, City of Marshalltown

\_\_\_\_\_  
Date

Permission is hereby **denied** for the request because of the following reason(s):

\_\_\_\_\_  
City of Marshalltown

\_\_\_\_\_  
Date

**The following fees are required to be submitted before approval of the permit:**

<input type="checkbox"/> \$25.00 Driveway extension with authorization prior to the start of construction.
<input type="checkbox"/> \$50.00 Driveway extension without authorization prior to the start of construction.
<input type="checkbox"/> \$10.00 Entrance/Curb cut.
_____ Total