

## **CITY OF SWISHER BUILDING PERMIT PROCESS**

Processing of permits may take up to 5-10 working days.

- 1. Applicant applies for a building permit at the city office**
  - a. Fill out a Building Permit Application form
  - b. Submit a set of building plans via PDF file (preferred) or drawn on a paper sized no larger than 8.5" x 14" (so that it can be scanned)
  - c. Submit a site plan, that shows the proposed location on the lot
  - d. Submit a sewer application, if necessary
  - e. Applicant pays a processing fee to the city
- 2. City reviews application**
  - a. City conducts a review for zoning regulations and compliance with the setback requirements
  - b. If site review is approved, the city issues a city permit number and emails the permit documents to the Johnson County Building Division
- 3. Johnson County reviews application**
  - a. The application is input into the permit tracking software
  - b. A plan review for code compliance is performed on the building plans
  - c. Approved plans are stamped and any building code concerns are marked on the building plans
  - d. Notification of an approved permit is sent to via email to the city
- 4. Applicant receives the permit from the Johnson County Building Division**
  - a. Johnson County emails the applicant a fee statement, approved plans, and a list of the required inspections
  - b. Applicant pays a permit fee to Johnson County via credit card (over the phone) or check (in person or by mail).
  - c. Applicant is responsible for scheduling all inspections through Johnson County by calling 319-356-6085 or emailing [building@johnsoncountyiowa.gov](mailto:building@johnsoncountyiowa.gov)
- 5. Johnson County issues a Certificate of Occupancy for each building after all inspections have been performed and approved**
  - a. The Certificate of Occupancy is emailed to the applicant.
  - b. Notification of a completed permit is sent to the city via email.

Swisher Sewer Application: Any person desiring to make a connection with the sewer system shall first file with the clerk an application within 30 days of required service with payment of \$2,000 payable to the City of Swisher when application is received. The person performing the connection shall provide a surety bond in the sum of \$1,000. Submit this bond when permit is returned to the City Hall requesting inspection. Any connection to a public sewer shall be made by a plumber approved by the City. All work will be done by City Ordinance. All connections with the sanitary sewer system before being covered shall be inspected and approved in writing. Return sewer application with top portion completed, map drawing location of sewer connection, at this time City Clerk will contact the City Inspector.



# BUILDING PERMIT APPLICATION

913 S Dubuque St, Suite 204  
Iowa City, IA 52240  
Phone: (319) 356-6085  
Fax: (319) 356-6084

**STAFF USE ONLY**  
Received by: \_\_\_\_\_  
Permit #: \_\_\_\_\_

Job Site Address \_\_\_\_\_

Lot # & Subdivision \_\_\_\_\_ Parcel # \_\_\_\_\_

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_

General \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_

### Subcontractors

Mechanical \_\_\_\_\_ Phone \_\_\_\_\_

Electrician \_\_\_\_\_ Phone \_\_\_\_\_

Plumber \_\_\_\_\_ Phone \_\_\_\_\_

Type of Construction (check one box)  New  Alteration  Addition  Repair/Replace

Project Description (include dimensions) \_\_\_\_\_

Total Valuation of Project \$ \_\_\_\_\_  
(Excluding cost of land)

### Health Department Information

Will this contain a business or commercial kitchen?  No,  Yes - Describe \_\_\_\_\_

Total number of bedrooms added (if project is residential) \_\_\_\_\_ Will there be any new plumbing or changes to the existing plumbing?  No,  Yes - Describe \_\_\_\_\_

The proposed construction shall be properly marked or staked on the property at the time of this application. The undersigned applicant shall call for all inspections and be responsible for this project until final approval by Johnson County. The undersigned applicant also agrees to comply with all County ordinances, State and Federal laws regulating building construction and certifies under oath and penalties of perjury that the foregoing information is true and correct:

Applicant's Signature \_\_\_\_\_ Email \_\_\_\_\_

**Setbacks:** (Please provide Measurements in feet. The distance is from the walls of the structure to the lot line.)

\_\_\_\_\_ Front Yard      \_\_\_\_\_ Right Side      \_\_\_\_\_ Left Side      \_\_\_\_\_ Rear

**Structure Dimensions:**

Lot Size (width/length) \_\_\_\_\_      Structure Size (width/length) \_\_\_\_\_

Number of Stories \_\_\_\_\_      Overall Height \_\_\_\_\_

Zoning District \_\_\_\_\_

Will this project include an addition to or an alteration of conditioned space?  No  Yes – If yes it is mandatory that the applicant complete an Energy Code Compliance Form

**Approvals:**

City Approval – Oxford/Shueyville/ Swisher (where applicable) \_\_\_\_\_

Variance Approval Date \_\_\_\_\_      Raze Agreement Expiration Date \_\_\_\_\_

Setbacks \_\_\_\_\_      Plan Review \_\_\_\_\_      Health Department \_\_\_\_\_

*Johnson County grants this permit to proceed in accordance with the information shown on this application and after receipt of permit fee is acknowledged. This permit shall expire 24 months after the approval date below. All disturbed soils associated with this permit shall be contained on the building site or this permit may be revoked.*

**Permit Approved by Administrative Officer:** \_\_\_\_\_

Permit Fee Information	
Total Due	
Receipt Number	
Check Number	

- Credit Card
- Cash
- Check

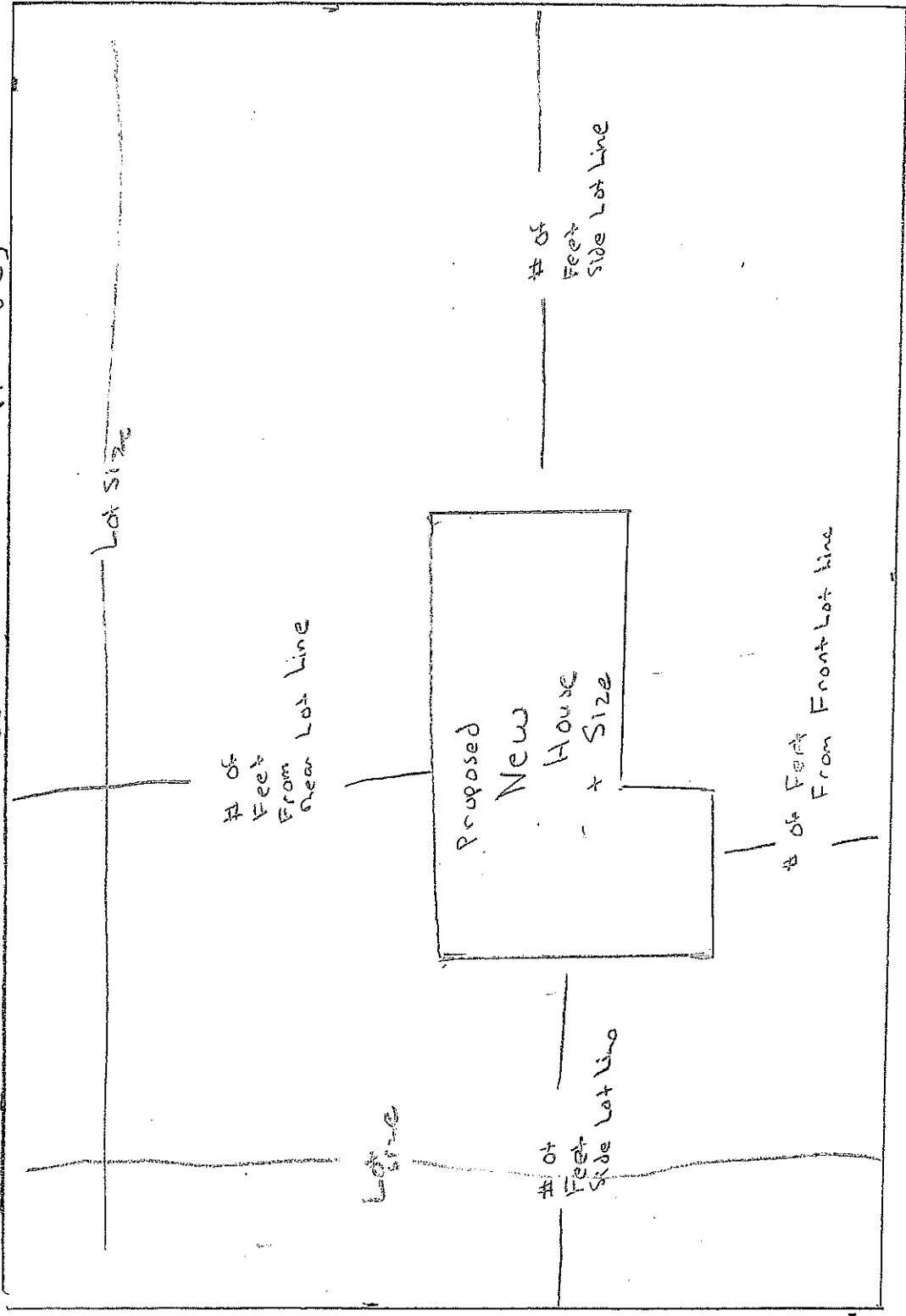
**Valuation Calculations**

**NOTES**

Sample of site drawing

for New (onstruction)

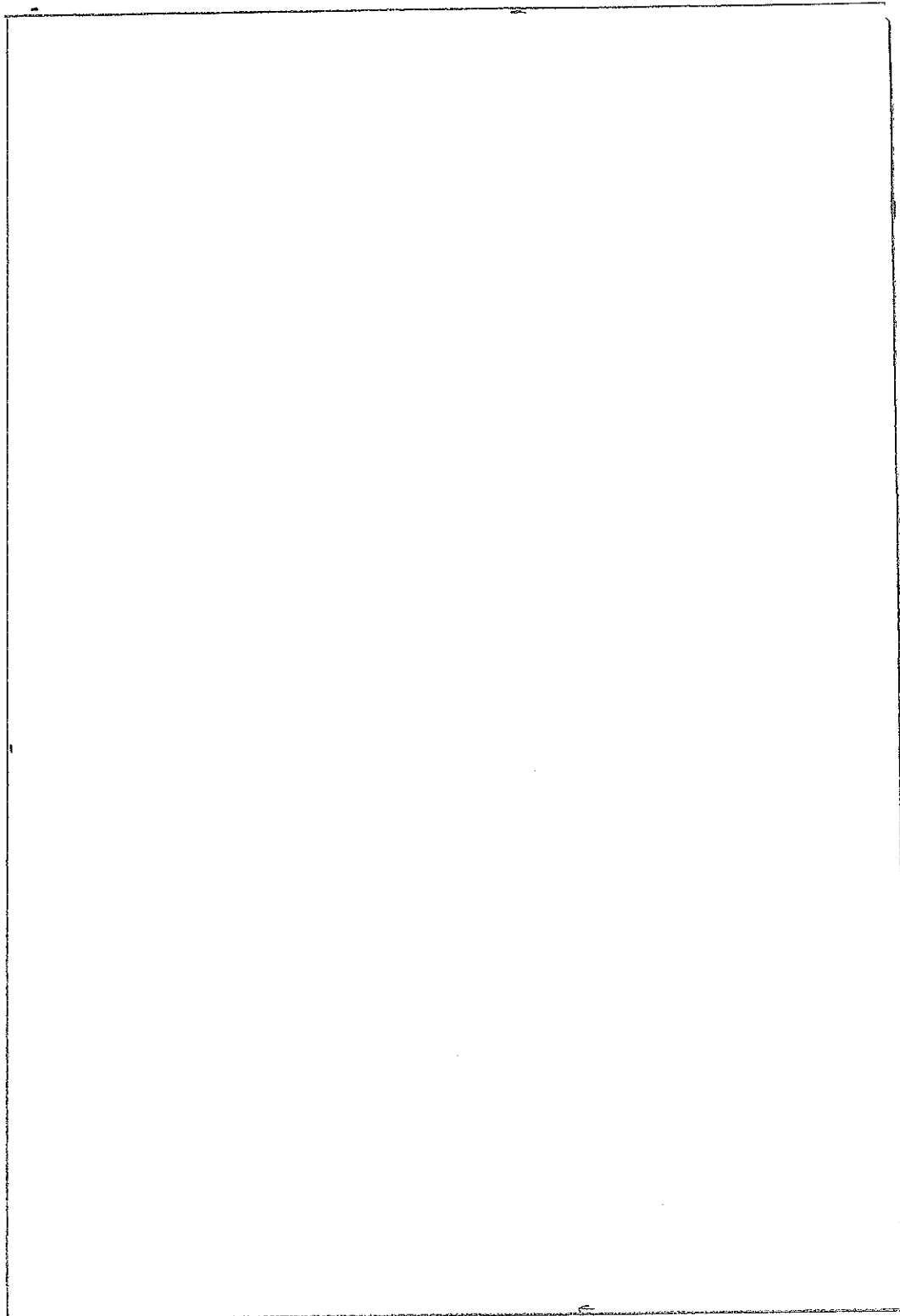
Street Name (if applicable)

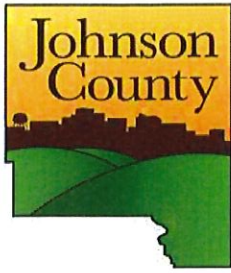


Street Name (if applicable)

Street Address and Name Here

Street Name (if applicable)





PLANNING, DEVELOPMENT AND  
SUSTAINABILITY  
DEPARTMENT

BUILDING DIVISION

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## Building Permit Process

Items to be submitted by the applicant:

1. Complete and sign a Permit Application Form and email it to [building@johnsoncountyiowa.gov](mailto:building@johnsoncountyiowa.gov). Include an estimated valuation of the project and list all of the required subcontractors as applicable for the project.
2. Submit Building Plans by attaching a PDF file to the same email address above. Plans shall include dimension lines or be drawn to scale. Provide sufficient information for the building official to ascertain the scope of the project. List the finished and unfinished square footage of the proposed structure.
  - A Foundation Plan shall show the layout of foundation walls, footings, and piers, with sizes and dimensions.
  - A Floor Plan for each floor shall show the arrangement of rooms, which shall be labeled as to their intended purpose. Show window sizes and type, door sizes and type, and direction of door swing.
  - An Elevation View shall show each side of the building, grade height, and exterior components.
  - A Cross Section shall show floor, wall, and roof framing with sizes and spacing of members. Provide heights of floors and ceilings. Show footings, foundation walls, and finish grade. Show roof and exterior wall materials, including pitch of roof. Insulation components shall be labeled. Any insulation values that do not meet code shall be supplemented with RESCheck or HERS Rating software documentation to verify compliance.
3. Submit a Site Plan by attaching a PDF file to the same email address above. Plans shall include the entire property and provide a north arrow for reference. Show the proposed footprint of the structure on the lot and provide distances to property lines and existing structures. Label any bordering roads.
4. The proposed structure shall be staked on the site and the property pins located. The applicant will need to call the PDS office when completed if not done at time of application.
5. New homes and additions to existing homes of more than 25% shall meet the visit-ability standards found in Section R320 of the Johnson County Building Code. These provisions shall be shown on the building plans.
6. New single-family dwellings, dwelling additions with a footprint of 1,000 square feet or greater, and any structure with a ground disturbance greater than one quarter (1/4) acre (including grading) shall submit a Soil Erosion and Sediment Control plan.

Once all the information is received the application will be processed in 5 to 10 business days as follows:

1. The zoning staff will conduct a site review to insure that setback and all other zoning requirements are met. An address will be assigned to the property if it does not already have one.
2. The Building Inspection Division will perform a plan review to insure compliance with the Johnson County Building Code.
3. The Public Health Department will review the location to insure that all applicable well and septic (if not connected to city sewer lines) issues have been addressed and proper distance is maintained between the structure and septic system.
4. When the permit is approved, the applicant will receive an email notification with a fee statement, approved plans and a list of the required inspections.
5. The permit will be issued once the fee has been paid. Payment can be made by credit card or check.
6. It is the responsibility of the applicant to schedule the required inspections.

Notes: No construction (including excavation) may commence before permit issuance.

913 SOUTH DUBUQUE STREET, SUITE 204, IOWA CITY, IA 52240

PHONE: (319) 356-6085 FAX: (319) 356-6084 WEB: [WWW.JOHNSONCOUNTYIOWA.GOV](http://WWW.JOHNSONCOUNTYIOWA.GOV)

### **Licensing and Permits:**

Projects which include multiple trades may be included under the building permit issued for the structure itself. Individual permits (Building, Electrical, Mechanical, and Plumbing) may be pulled for commercial and industrial projects or any residential project at the request of the applicant. The following requirements apply:

1. **Electrical:** An electrical permit may be issued to any of the following:
  - a. A person holding a valid class A master electrician's license issued by the State of Iowa, or
  - b. A person holding a valid class B master electrician's license issued by the State of Iowa and has performed permitted electrical work in Johnson County after December 1, 2000, or
  - c. An electrical permit may be issued to the owner of an existing owner-occupied single-family dwelling, pursuant to a valid certificate of occupancy and used exclusively for residential purposes, to do any work regulated by this article in connection with said dwelling and accessory buildings.
2. **Mechanical:** A mechanical permit may be issued to any person holding a valid master HVAC license issued by the State of Iowa.
  - a. A mechanical permit may be issued to the owner of an existing owner-occupied single-family dwelling, pursuant to a valid certificate of occupancy and used exclusively for residential purposes, to do any work regulated by this article in connection with said dwelling and accessory buildings.
3. **Plumbing:** A plumbing permit may be issued to any person holding a valid master plumber license issued by the State of Iowa.
  - a. A plumbing permit may be issued to the owner of an existing owner-occupied single-family dwelling, pursuant to a valid certificate of occupancy and used exclusively for residential purposes, to do any work regulated by this article in connection with said dwelling and accessory buildings.
4. **Fuel Gas:** Any individual working with liquefied petroleum or natural gas must submit a copy of an approved and valid C.T.E.P. or equivalent certification that is applicable to the work being done. Other licenses, certifications, or requirements may be necessary as required by the Building Official.
  - a. A plumbing, or mechanical permit may be issued to the owner of an existing owner-occupied single-family dwelling, pursuant to a valid certificate of occupancy and used exclusively for residential purposes, to do any work regulated by this article in connection with said dwelling and accessory buildings.

### **Codes:**

Johnson County enforces the 2018 International Building Code, the 2018 International Residential Code, the current State of Iowa Mechanical Code, the current State of Iowa Plumbing Code, and the current State of Iowa Electrical Code.

### **Inspections:**

Contractors shall provide a minimum of 24 hour advance notice for all inspection requests other than concrete inspections. All concrete inspections require a minimum of 4 hour advance notice. Hours of inspection are 9:00 AM through 3:30 PM.

## Residential Energy Code Compliance Form



Project Address:
Project Type: <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Renovation
Owner/Agent:

**Required Documentation for Permit Submittal.** Choose a method to verify compliance with the 2012 IECC as adopted by the State of Iowa (661 Iowa Administrative Code, Chapter 303). Check one of the three boxes below and provide all of the appropriate information for that method.

- PRESCRIPTIVE METHOD** – Input the proposed efficiency values, as applicable, in the table below. Values shall meet or exceed the values listed in Prescriptive Standard column.

Building Components	Prescriptive Standard*	Actual Value	Remarks
<b>Insulation</b> – Prescriptive Standard is Minimum R-Value			
Ceilings with Attic Spaces	R-49		R-49 for standard trusses, can be reduced to R-38 with raised heel or energy trusses
Ceilings without Attic Spaces	R-30		Limited to 500 S.F. or 20% of the total insulated ceiling area, whichever is less
Wood Framed Walls	R-20 or R-13+5		R-20 cavity insulation or R-13 cavity insulation plus R-5 sheathing
Basement Walls	R-19 or R-15		R-19 cavity insulation or R-15 continuous insulation (inside or outside)
Crawl Space Walls	R-19 or R-15		R-19 cavity insulation or R-15 continuous insulation (inside or outside)
Floors Over Unconditioned Space	R-30		Floor cavities unable to fit R-30 shall be filled with insulation, but no less than R-19
Slab on Grade Floors	R-10		Minimum insulation depth shall be 24" from top of slab
<b>Fenestration</b> – Prescriptive Standard is Maximum U-Factor			
Windows and Doors with > 50% Glazing	U-0.32		An area weighted average may be permitted to satisfy requirements
Skylights	U-0.55		An area weighted average may be permitted to satisfy requirements
<b>*Sunroom</b> – Prescriptive standard for isolated sunroom: R-24 Ceilings, R-13 Walls, and U-0.45 Windows			

- TRADE-OFF METHOD** – Use a computer analysis, such as REScheck, to show compliance. Input the proposed square footages and efficiency levels for all ceilings, walls, floors and windows. The website for a free download of REScheck software can be found at [www.energycodes.gov/REScheck](http://www.energycodes.gov/REScheck). Attach the resulting documentation, including the compliance form, inspection checklist, and panel certificate.
- PERFORMANCE METHOD** – Get a “HERS Rating” by a certified rater. Compliance verification shall be based on simulated energy performance. The proposed home must be shown to have an annual energy cost that is less than or equal to the energy cost of a version of the proposed design that would meet the minimum code requirements. Attach the resulting documentation to show compliance, including the proposed design and the standard reference design.

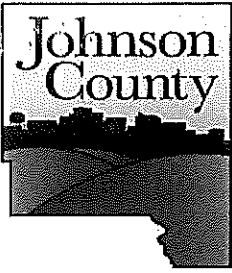
*See back page for mandatory requirements (regardless of compliance method selected above)*



**Mandatory Requirements of the IECC.** Please read below for a simplified summary of code requirements for a single family dwelling. Where a 3<sup>rd</sup> party inspection is required to verify compliance, the supporting documentation (Compliance Report, Inspection Checklist, and Panel Certificate) shall be supplied to the inspector before the Certificate of Occupancy will be issued.

1. **Mechanical Ventilation** – Provide ventilation meeting IRC or IMC requirements. Outdoor intakes/exhaust will require dampers.
2. **Equipment Sizing** – Heating and cooling equipment shall be professionally sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J.
3. **Hot water piping Insulation** –Insulation for hot water piping with a minimum value of R-3 shall be applied to the following:
  - a. Piping larger than ¾" nominal diameter.
  - b. Piping from the water heater to kitchen outlets.
  - c. Piping from the water heater to the distribution manifold.
  - d. Piping located outside the conditioned space.
4. **Duct Sealing** – Joints and seams for all ductwork shall be sealed. If any part of the furnace or ductwork is located outside of the building thermal envelope (attics or crawl spaces), tightness shall be tested. If framing cavities (such as floor joists or wall studs) are used for return-air ducts, tightness shall be tested. Testing shall be performed at a Rough-in Test or a Post-construction Test by a certified 3<sup>rd</sup> party. A list of certified HERS/BPI located in Iowa can be found at the link [www.iowacodediagnostics.com](http://www.iowacodediagnostics.com).
5. **Air Leakage** – The building's thermal envelope shall be tested and verified as having an air leakage rate not exceeding 4 air changes per hour. Testing shall be done by a certified 3<sup>rd</sup> party. A list of certified HERS/BPI located in Iowa can be found at the link [www.iowacodediagnostics.com](http://www.iowacodediagnostics.com).
6. **HVAC Controls** – A programmable thermostat shall be provided where the primary heating system is a forced air furnace.
7. **Lighting Equipment** – A minimum of 75% of lamps in permanently installed lighting fixtures shall be high efficacy. Recessed lighting installed in the building thermal envelope shall be sealed to limit air leakage between the conditioned and unconditioned spaces.
8. **Access Doors** – Access doors from conditioned space to unconditioned space, such as attics or crawl spaces, shall be weather stripped and insulated.
9. **Certificate** – A certificate listing the predominant R-values of all insulation and U-factors for all fenestration components shall be completed and posted on or in the electrical panel by the builder or a registered design professional.

If you have questions about any of the above items, please inquire at the Johnson County Planning & Zoning Department @ 319-356-6085 before proceeding.



**PLANNING AND ZONING  
DEPARTMENT  
BUILDING DIVISION**

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**INSPECTION PROCEDURES**

**All Inspection:**

- Work shall not begin until permit is issued.
- All inspections require at least one contractor or representative to be on-site.
- When requesting an inspection, the permit number or address shall be provided.
- All areas of the work-site and items to be inspected shall be visible and accessible to the inspector(s).

**Footings:**

- Footings shall be inspected prior to pouring concrete.
- The excavation shall be dug to the required depth and diameter or width.
- The bottom surface shall be flat and relatively smooth with right-angled corners at the edges.
- All debris (crumbs) shall be removed from the excavation prior to the inspection.

**Foundation Wall:**

- Foundation walls shall be inspected prior to pouring concrete.
- Forms and excavation shall be constructed to the proper width and dimensions and be free from debris.
- Re-enforcement shall be in place.

**Temporary Electrical Service:**

- If a temporary electricity pole is desired during construction, the inspector will notify the proper electricity supplier after the pole has been set and has passed inspection.
- The inspector shall be notified as to which electric company they are to contact.

**Underground Inspections:**

- All underground plumbing and piping shall be accessible for inspection prior to the concrete slab being poured.

**Rough-In Inspections:**

- Framing, Electric, Plumbing and HVAC are desired to be inspected at the same time.
- All hazardous conditions shall be eliminated and all necessary safety equipment shall be in place.
- Truss and floor specifications and layouts shall be on site for inspection.
- Manufacturer installation instructions shall be provided for all appliances and equipment installed.

**Permanent Electric Service:**

- The electric service panel shall be inspected before the electric company will hook up the electricity.

**Gas Pressure Test:**

- Any gas line shall be pressure tested with air before the gas can be hooked up. The test shall be done with a 30 psi gauge and shall maintain a minimum of 10 psi for 15 minutes.

**Final Inspection:**

- The structure shall be ready for occupancy.
- All finish grading and exterior landings shall be complete.
- All systems shall be free from life-safety and fire hazards.

Failure to comply with any of the above requirements may result in the inspection being rescheduled. Re-inspection fees may result if applicable. An early start fee shall be assessed when construction materials are permanently placed. Additional inspection, not specified above, may be required. Once a permit has been issued, the permit holder has 180 days to begin work; otherwise, the permit will become invalid. If at anytime the work stops for a period of 180 days or more, the permit is invalid. The permit expires two years from the approval date unless an extension is applied for in writing to the Building Division.

913 SOUTH DUBUQUE STREET SUITE 204, IOWA CITY, IA 52240-4273

PHONE: (319) 356-6085 FAX: (319) 356-6084 WEB:WWW.JOHNSON-COUNTY.COM

**JOHNSON COUNTY**  
**VALUATION INFORMATION SHEET**

<b>DWELLINGS</b>	<b>\$ PER SQUARE FOOT</b>
Residential w/finished basement	\$ 102.00
Residential w/unfinished basement	\$ 97.00
Residential on slab or crawl space and second stories	\$ 85.00
Pre Manufactured	\$ 70.00
Finished Basement	\$ 35.00
Unfinished Basement	\$ 28.00
MHP (foundation and hookup)	\$ 200.00 per
Residential Remodel (plumbing stubbed in, partially framed)	\$ 15.00 plus trade fee
Residential Remodel (all new)	\$ 18.00 plus trade fee
<b>ADD FOR</b>	
Open Raised Deck and Stoop/Moved Agricultural Building	\$ 15.00
Covered Raised Deck and Stoop	\$ 17.00
Screen Porch/Gazebo	\$ 18.00
Attached Garage	\$ 28.00
Patio/Three Seasons (covered and enclosed)	\$ 19.00
Patio/Porch/Attached Carport (covered but unenclosed)	\$ 18.00
Pergola	\$ 8.00
<b>ACCESSORY BUILDING</b>	
Detached Garage	\$ 19.00
Detached Garage (with electricity and plumbing and/or HVAC)	\$ 21.00
Post Frame Building	\$ 15.00
Post Frame Building (with electricity and/or plumbing and/or HVAC)	\$ 17.00
Open Carport	\$ 10.00
Lean-to	\$ 10.00
<b>MISCELLANEOUS</b>	
Handicap Ramp	\$ 10.00
Fence/ Retaining Wall	\$ 100.00 per
Swimming Pool, in ground	\$ 200.00 per
Swimming Pool, above ground	\$ 100.00 per

Foundation only permits are 20% of the total value of the permit.