
Building Permits

A guide to the building permit process



This guide is not intended to cover every aspect of obtaining a building permit, and should not be considered the final or definitive authority on any of the matters it addresses. It is only a general guide.

If you have questions or would like more information about building permits or other zoning regulations, please contact:

City Planning Department
City Hall, 415 Blondeau Street
Keokuk, Iowa 52632
(319) 524-2050

Before You Start:

Prior to starting any construction work in the city of Keokuk, it is important to check with the planning department about a building permit. You must obtain a building permit before making any repairs or improvements to any building or structure within the city limits. A building permit is easily obtained in the Planning Office by providing the following information:

- 1) **Site Plan.** A site plan is a drawing that accurately illustrates the size of your property, the size and location of all existing structures, and the size and location of the proposed structure. This drawing is needed to determine if what you want to build will meet the zoning requirements for your area. You will need to submit 3 copies of the site plan with the building plans.
- 2) **Building Plans.** The building plans must accurately illustrate what is to be added or improved. All construction in the City of Keokuk must conform to the **2006 International Residential Building Code or 2006 International Building Code.** You will need to submit 3 sets of building plans.

- 3) **Application.** The Planning department will help you with the application. The application will include information such as; your name, address, the address where the work will take place, the use for which the proposed work is intended, and the valuation of the proposed work.

Once your permit has been approved you will receive a signed copy of your application that is then your permit, and a placard that you will keep posted at the site at all times.

After You Start:

After you begin construction you will need to contact the Planning Department to request times for the required inspections. A form will be given to you when you acquire the permit that will list the required inspections. Inspectors may check on the construction between required inspections.

A separate permit is required for all electrical or plumbing work.

The cost for a building permit is based on total square foot for new construction and the valuation of the work that is to be done.

Building permits are required to construct, enlarge, repair, alter, replace or to change the occupancy of a building or structure.

Instance of building permits required are new construction of any structure i.e. houses, garages, additions, decks, accessory structures, porches, staircases, ramps, in ground swimming pools, remodeling, alteration or renovation of existing structures, this includes repair and replacement, interior and exterior.

One story detached accessory structures that do not exceed 120 square feet, siding, replacement windows and doors (as long as the size does not change), painting, papering, tile; carpeting, cabinets, countertops and similar finish work do not need a permit.

A demolition permit is required when demolishing or moving a structure.

Other work requiring permits are installation of fencing (no fee), plumbing and electrical. Homeowners may be issued an electrical or plumbing permit when such work is limited to hardware (faucets, switches, receptacles and the like) and fixture replacement or repair (lighting, water closets, sinks, lavatories, water heaters and the like), but shall not include new piping, venting or new circuits. Plumbing not permitted by homeowners shall be done by a licensed master plumber licensed by the City of Keokuk or a reciprocating city. Electrical work not permitted by homeowners shall be done by a licensed master electrician licensed by the State of Iowa. Permits are required to be obtained prior to any work being started.

PROCEDURE FOR DETERMINING BUILDING PERMIT FEES

The City of Keokuk recently took action establishing the following building permit fees. Effective December 18, 2008, building permit fees for projects in the City of Keokuk are as follows:

Please note that if a project is started or proceeded with prior to obtaining a permit, fees shall be doubled, but payment of such fees shall not relieve any person from fully complying with the requirements of adopted codes in the execution of the work nor from any other penalties prescribed therein.

If a project is an alteration or renovation of an existing structure, the permit fee is based upon the construction valuation as provided by the applicant, and the **building permit fee schedule** adopted by the City of Keokuk. The construction valuation means the total present cost of all work regulated by the permit including the cost of all materials & labor.

If the project is new construction or an addition, then the permit fee is determined using the buildings gross area, the **Building Valuation Data** table and the **building permit fee schedule** adopted by the City of Keokuk.

Example: Gross Area of proposed structure x Square Foot Construction Cost (Building Valuation Table below)

1400 sq. ft. single family dwelling (single story, no basement), occupancy type group - R-3, type of construction - 5B
 (1400 sq. ft. X 96.83 = \$135,562.00) Permit fee as determined by adopted fee schedule - \$969.80

BUILDING VALUATION TABLE									
Group (2006 International Building Code)	1A	1B	2A	2B	3A	3B	4	5A	5B
A-1 Assembly, theaters, with stage	198.09	191.69	187.24	179.39	168.88	163.90	173.66	154.09	148.42
A-1 Assembly, theaters, without stage	179.41	173.01	168.56	160.71	150.24	145.26	154.97	135.45	129.78
A-2 Assembly, nightclubs	151.36	147.12	143.38	137.79	129.74	126.09	132.96	117.61	113.65
A-2 Assembly, restaurants, bars, banquet halls	150.36	146.12	141.38	136.79	127.74	125.09	131.96	115.61	112.65
A-3 Assembly, churches	182.56	176.16	171.71	163.86	153.36	148.38	158.12	138.57	132.90
A-3 Assembly, general, community halls, libraries, museums	154.36	147.97	142.51	135.66	123.58	120.18	129.93	109.37	104.69
A-4 Assembly, arenas	178.41	172.01	166.56	159.71	148.24	144.26	153.97	133.45	128.78
B Business	153.33	147.81	143.08	136.34	124.01	119.35	131.00	108.67	104.20
E Educational	168.14	162.47	157.86	150.98	141.50	134.27	145.99	124.54	119.84
F-1 Factory and industrial, moderate hazard	92.98	88.72	83.61	80.88	72.40	69.23	77.63	59.62	56.41
F-2 Factory and industrial, low hazard	91.98	87.72	83.61	79.88	72.40	68.23	76.63	59.62	55.41

H-1 High Hazard, explosives	87.15	82.89	78.78	75.05	67.75	63.57	71.80	54.97	0.00
H234 High Hazard	87.15	82.89	78.78	75.05	67.75	63.57	71.80	54.97	50.76
H-5 HPM	153.33	147.81	143.08	136.34	124.01	119.35	131.00	108.67	104.20
I-1 Institutional, supervised environment	153.80	148.53	144.55	138.69	129.50	125.96	139.98	117.23	112.64
I-2 Institutional, hospitals	258.06	252.55	247.81	241.07	228.10	0.00	235.73	212.76	0.00
I-2 Institutional, nursing homes	180.45	174.93	170.20	163.46	151.54	0.00	158.11	136.20	0.00
I-3 Institutional, restrained	176.22	170.71	165.97	159.23	148.16	142.50	153.89	132.82	126.35
I-4 Institutional, day care facilities	153.80	148.53	144.55	138.69	129.50	125.96	139.98	117.23	112.64
M Mercantile	112.50	108.26	103.52	98.92	90.48	87.82	94.09	78.34	75.38
R-1 Residential, hotels	155.77	150.50	146.52	140.66	131.24	127.69	141.71	118.97	114.37
R-2 Residential, multiple family	130.60	125.33	121.35	115.49	106.19	102.65	116.67	93.92	89.32
R-3 Residential, one- and two-family	123.28	119.90	116.97	113.77	109.66	106.79	111.84	102.72	96.83
R-4 Residential, care/assisted living facilities	153.80	148.53	144.55	138.69	129.50	125.96	139.98	117.23	112.64
S-1 Storage, moderate hazard	86.15	81.89	76.78	74.05	65.75	62.57	70.80	52.97	49.76
S-2 Storage, low hazard	85.15	80.89	76.78	73.05	65.75	61.57	69.80	52.97	48.76
U Utility, miscellaneous	65.81	62.22	58.51	55.59	50.20	46.80	52.46	39.63	37.72

- a. Private garages use Utility, miscellaneous
- b. Unfinished basements (all use groups) = \$15.00 per sq. ft.
- c. For shell only buildings, deduct 20 percent

BUILDING PERMIT FEE SCHEDULE	
\$1.00 to \$500.00	\$25.00
\$501.00 to \$2,000.00	\$35.00
\$2,001.00 to \$25,000.00	\$35.00 for the first \$2,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$220.00 for the first \$25,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$420.00 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$770.00 for the first \$100,000 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,010.00 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof to and including \$1,000,000.00
\$1,000,001.00 and over	\$5,385.00 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof.