



Fence Permit Checklist

- Fence & Hedge Agreement**— This document is required to install a fence on your property line or within three feet from the property line. Your abutting neighbors will need to agree to the fence placement. Each signature will need to be notarized. Once permit is approved, applicant will need to record this document with the Johnson County Recorder.
- Building Permit Application**— Fill out the following areas: Job Address, Owner Information, Applicant Information, General Contractor (fence installer), Description Of Work (Type of fence being installed) and Signature Of Applicant.
- Scale Drawing**— This drawing will need to show the full lot and location of the proposed fence or hedge in red ink. City Hall can assist with getting you this.
- Fence Permit Fee**—\$50.00

The City of Tiffin will be able to notarize this document free of charge. There are also Notary Publics located at Solon State Bank and Hart-Frederick Consultants. To ensure a notary is present please call ahead to schedule an appointment.

Tiffin City Hall—319-545-2572

Solon State Bank—319-545-2226

Hart-Frederick Consultants—319-545-7215



Fence or Hedge Agreement

If you choose to install a fence or hedge on or less than three feet from the property line you must provide a recorded neighbor agreement with your neighbors before the fence or hedge permit will be issued.

Per Zoning Ordinance 2007-287.

The fence agreement must be notarized, per Johnson County Recorder, prior to recording of agreement.

The City of Tiffin does provide an agreement template for the convenience of the residents.

- The template is organized in the format acceptable by the Recorder's Office.
- The resident requesting the conditions for the neighbor agreement is required to complete the agreement and have the neighbor/s signatures notarized.
- Upon obtaining notarized signatures the Requester must file with the Johnson County Recorder for recording of agreement which run with the land. There is a per page fee Johnson County charges for recording documents. Currently it is \$7/page. Please make sure you check with the county to ensure fees are accurate.

The City also provides free of charge to resident's notary service at City Hall.

- The resident requesting the fence must complete all the required information for the addresses and names of property owners.
- Requesting party may leave the form at City Hall and neighbors may schedule with the notary individually or collectively a convenient time to have their signature/s notarized.
- Only one of the homeowners on property records is required to sign the agreement. (For example if two individuals are listed on the ownership of property, only one is required to have signature notarized.)
- Iowa notary mandate requires that the notary witnesses the signature of the individuals signing the agreement.
- When the required signatures are obtained and notarized, City Hall will notify the Requester that the form is ready for pick-up.
- Requester may contact City Hall, inquiring of the status of the completion.

If you have questions on this process or would like to schedule time with the notary please call:
City Hall (319)545-2572 Monday-Friday 8:00AM-4:30PM

Prepared By: City of Tiffin, 300 Railroad Street, PO Box 259, Tiffin, IA 52340 319-545-2572

Return to: _____
Applicant Name & Applicant Mailing Address

FENCE OR HEDGE AGREEMENT

Date: _____

KNOW ALL PERSONS BY THESE PRESENTS:

in accordance to the Fence and Hedge Regulation, Section Five of the Zoning Ordinance Adopted November 14, 2007 by the City Council of Tiffin, Iowa, neighbors to my property have agreed to allow the construction of a fence or hedge, that is less than three feet from the property line of my property listed below. This fence agreement shall be binding on both or all parties, their heirs and assigns. This agreement shall run with the land. This agreement will be recorded with Johnson County Recorder and one copy submitted to the City of Tiffin, Tiffin, Iowa.

Address: _____
PRINT YOUR NAME ADDRESS CITY & STATE

Subdivision and Lot # _____

Neighbor/Neighbors: _____
PRINT NAME ADDRESS

Neighbor/Neighbors: _____
PRINT NAME ADDRESS

Neighbor/Neighbors: _____
PRINT NAME ADDRESS

Neighbor/Neighbors: _____
PRINT NAME ADDRESS

The Fence or Hedge will be constructed of the following materials, Height of the Fence or Hedge, and location of said Fence or Hedge:
Describe here: _____ around rear yard in accordance to
Zoning Ordinance and Design Standards adopted 11/2007.

Notarized Statement

By: _____ Print Name: _____
Neighbor Signature

By: _____ Print Name: _____
Neighbor Signature

By: _____ Print Name: _____
Neighbor Signature

By: _____ Print Name: _____
Neighbor Signature

STATE OF IOWA)
COUNTY OF JOHNSON) ss:

On this _____ day of _____ 20_____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared _____, to personally known, who, being by me duly sworn, did say that they are neighbors, and that _____, acknowledged the execution of the instrument as their voluntary act.

Printed Name
Notary Public in and for the State of Iowa

STATE OF IOWA)
COUNTY OF JOHNSON) ss:

On this _____ day of _____ 20_____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared _____, to personally known, who, being by me duly sworn, did say that they are neighbors, and that _____, acknowledged the execution of the instrument as their voluntary act.

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STAFF USE ONLY
RECEIVED BY:
DATE:

Building Permit Application
Single Family, Duplex & Townhouse Dwellings
BUILDING, ELECTRICAL, MECHANICAL, PLUMBING, BUILDING SEWER & WATER SERVICE

Applicant must complete numbered items and highlighted spaces.

1	JOB ADDRESS:										
2	<u>OWNER</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>							
				<u>EMAIL</u>							
3	<u>APPLICANT</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>							
				<u>EMAIL</u>							
4	<u>GENERAL CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>							
				<u>EMAIL</u>							
5	<u>ELECTRICAL CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>							
				<u>EMAIL</u>							
				<u>STATE OF IOWA LICENSE#</u>							
6	<u>PLUMBING CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>							
				<u>EMAIL</u>							
				<u>STATE OF IOWA LICENSE#</u>							
7	<u>HVAC CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>							
				<u>EMAIL</u>							
				<u>STATE OF IOWA LICENSE#</u>							
8	<u>SEWER & WATER CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>							
				<u>EMAIL</u>							
				<u>STATE OF IOWA LICENSE#</u>							
9	<u>CONCRETE CONTRACTOR</u>	<u>MAILING ADDRESS</u>	<u>CITY STATE ZIP</u>	<u>PHONE #</u>							
				<u>EMAIL</u>							
10	<u>DESCRIBE WORK</u>										
11	<u>TOTAL SQ. FT OF FINISHED AREA</u>		12	<u>TOTAL SQ FT OF UNFINISHED STORAGE</u>			13	<u>TOTAL SQ FT OF GARAGE AREA</u>			
14	<u>USE OF BUILDING OR STRUCTURE</u>				15	<u>VALUATION</u>			16	<u>NUMBER OF WATER METERS</u>	
ENERGY EFFICIENCY REQUIREMENTS CHAPTER 11 of the INTERNATIONAL RESIDENTIAL CODE Compliance shall be demonstrated by either meeting the requirements below or meeting the requirements of the International Energy Conservation Code Section 405 by providing a Compliance Report											
<u>CLIMATE ZONE</u>	<u>FENESTRATION U-FACTOR</u>	<u>SKYLIGHT U-FACTOR</u>	<u>CEILING R-VALUE</u>	<u>WOOD FRAME WALL R-VALUE</u>	<u>MASS WALL R-VALUE</u>	<u>FLOOR R-VALUE</u>	<u>BASEMENT WALL R-VALUE</u>	<u>SLAB R-VALUE AND DEPTH</u>	<u>CRAWL SPACE WALL R-VALUE</u>		
5	.32	.55	49	20 OR 13+5 <small>(SEE TABLE N1102.1 FOOTNOTE H)</small>	13/17	30 <small>(SEE TABLE N1102.1 FOOTNOTE F)</small>	15/19	10,2 ft	15/19		

MINIMUM REQUIREMENTS
FOR RESIDENTIAL PLOT PLAN

The plot plan must be accurately drawn to an engineer scale displaying the following information:

General Information:

1. Applicant(s) name.
2. Legal description.
3. Site address.
4. Current zoning classification.
5. Zoning setback lines
6. An identified scale.
7. North directional arrow
8. Property line dimensions.
9. Official property iron pins.
10. Existing structures including decks, porches, garages and sheds.
11. Proposed structures or additions including decks, porches, sunrooms, garages and sheds.
12. Dimensions of all buildings.
13. Roof overhangs.
14. Existing or proposed fences.
15. Driveways, sidewalks, patios and retaining walls.
16. Distances between building walls and lot lines.
17. Water service size and location.
18. Building sewer size and location.
19. Statement on the site plan that all property iron pins shall be visible and marked during the entire construction process.

Engineering Information:

1. Public utilities abutting the property. (storm sewers, sanitary sewers & water mains)
2. Location and dimensions of all public and private easements.
3. Storm water surface flow arrows.

REQUIREMENTS FOR SUBMITTING DRAWINGS
(one set of plans required for each application)

1. Scaled floor plans with designated room uses, square footage of finished space, square footage of unfinished/storage spaces, doors and windows.
2. Foundation plan showing all footings, stem walls, basement walls, slabs, foundation damp proofing material, drainage system and slab vapor barrier. Sizes, locations and cross sections showing reinforcement of each. All bearing load number from engineered girders and beams shall be noted. If engineered foundation is used or required, stamped plans shall be submitted with the permit application for approval.
3. Floor framing plans, which include size, type of material, spans, and bearing points of all joist, girders, beams, and columns. Show method of all connections to the footings or foundation.
4. Wall cross sections providing framing details showing interior wall finish, vapor barrier, insulation, wall bracing, sheathing, weather barrier, flashing and exterior wall coverings.
5. Header sizes and materials of openings exceeding 4-feet in width.
6. Roof framing details indicating roof system to be used, sheathing, underlayment, ice dam, covering.
7. Stair details showing rise, run, guards and handrails.
8. Decks and porches showing footing locations, depth and size, columns, floor and roof framing materials and connection methods throughout the entire structures.
9. Location of all heating appliances and type of flue to be used.
10. Location of electrical service and panel boards.
11. Show all insulation materials used to comply with energy code requirements.

WHEN PERMIT IS ISSUED

- A lot locator sign shall be placed so that the address is visible from the public street.
- The approved set of plans, specifications and other data must be kept on the job site and protected from weather.
- Advance one day notice is required for inspection request. See inspection policy for exceptions
- All contractors on job sites must maintain all required business license, contractor's license, bonds and insurances.
- The permit holder is required to review and follow the approved plans, specifications and understand all building code comments listed on the permit prior to beginning construction.
- A common rule of thumb for inspections is **"never cover anything until the City Inspector has seen it and signed off."**

The undersigned has submitted the required plans and specifications which are hereto attached, incorporated into and part of this application. The undersigned agrees to construct in accordance with the approved plans and specifications; notify the Building Inspection Department when required inspections are needed; will not use or occupy this structure or structures covered by the permit until the certificate of occupancy has been issued; and will not proceed with construction until the permit is issued.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or waive the provisions of any other laws required by Federal, State, and City or covenants regulating construction or the performance of construction. Any unapproved changes made herein shall make the application invalid.

Signature of Owner or Authorized Agent

Date

PLEASE PRINT ABOVE NAME HERE: _____