

CITY OF HILLS SITE/CONSTRUCTION PLAN REQUIREMENTS

What is a site plan?

A site plan is a scaled drawing or map showing what improvements you intend to make on your property. A site plan is required in order to obtain a building permit. Hand drawn plans may be accepted; however, all documents shall be drawn to scale or contain dimension lines. For multi-family residential units, commercial or industrial work; professional drawn documents are required by a certified architect, surveyor or engineer.

What do I need to submit?

Submit 2 copies of the site plan (minimum 8.5"x11") and an application to the City Office.

Site Plan Review:

A plan review of the construction will be performed by the building inspector to ensure compliance with the building code. Any deficiencies must be addressed before a permit can be issued. No construction (including excavation) may commence before permit issuance. It is the responsibility of the applicant to schedule the required inspections by calling the City Administrator (319-679-3197). The City of Hills enforces the State Building Code for the State of Iowa (Section 103.A12 of the Code of Iowa).

Residential site plans must include the following, if applicable:

- 1) applicant(s) name
- 2) list all licensed subcontractors working on the project and their contact information
- 3) legal description of property
- 4) site address
- 5) current zoning classification
- 6) zoning setbacks
- 7) identified scale
- 8) north directional arrow
- 9) property line dimensions
- 10) existing structures; including decks, porches, garages and accessory buildings
- 11) proposed structures or additions; including decks, porches, garages and accessory buildings
- 12) dimensions of all buildings
- 13) roof overhangs
- 14) driveways, sidewalks, and patios
- 15) distances between building walls and lot lines
- 16) water service size and location
- 17) building sewer size and location
- 18) statement on site plan that all property iron pins shall be visible and marked during entire construction process

Construction plans must include the following, if applicable:

- 1) list all licensed subcontractors working on the project and their contact information
- 2) floor plan
- 3) foundation plan
- 4) section view from the footings to the roof
- 5) all rooms shall be labeled
- 6) finished and unfinished square footage of the proposed structure