



## **Commercial / Industrial Building Permit Policy**

Property owners or their authorized contractor must apply for a City of Ely Building Permit as required by Chapter 155 of the City of Ely's Building Code Ordinance. An application must be received in its entirety before the Building Department will review and take action on the application. No work may begin on the project until a valid City of Ely Building Permit has been issued. All building permits are valid for one year from the issue date. If the project is not completed within that year, a new permit must be issued for the remaining work. The following documents are required:

- \_\_\_ 1). **City of Ely Building Permit Application-signed and submitted with payment.**
- \_\_\_ 2). **A Certificate of Insurance for all contractors, subcontractors, or property owners, which is currently valid and meets the requirements of Chapter 155. If the insurance certificate will expire during the project, another certificate will be required upon expiration.**
- \_\_\_ 3). **Inspection Requirement sheet - signed**
- \_\_\_ 4). **Plan Check Addendum**
- \_\_\_ 5). **2- Sets ¼" Scaled – "Professional Plans" with cross sections. Also, a PDF if available.**
- \_\_\_ 6). **Energy Conservation Code Sign Off Sheet.**
- \_\_\_ 7). **Site plan.**

Location map: Identification of the Project Site area with Easements, Dimensions, Engineered parking lot including all-inclusive requirements, service materials, location of necessary parking spaces as well as handicap and accessibility requirements, Lighting, Signage, Landscaping, Drainage, Sidewalks, Ramps, Entrance location and size, Existing platted lot lines with property measurements, North arrow pointing to top or right of page, Zoning classification including legal description and lot number. Proposed building dimensions including setbacks, Sump pump location and anticipated drainage for entire property, CSR Permit Application /Possible-DNR - GP#2 Permit to excavate one acre or more.
- \_\_\_ 8). **Construction site Storm water Pollution Prevention Inspection Report.**
- \_\_\_ 9). **All subcontractors must be fully insured and certified. All subsequent Permit applications need to be submitted and paid for before work commences.** (Electrician, Plumber, Heating and cooling contractor's)

- **As per City of Ely's Electrical Ordinance – Chapter 156**

**156.05**

**Licensing**-No person shall perform electrical work as regulated by these City of Ely electrical Regulations, unless said person holds a current State of Iowa "A" Master or "A" Journeyman license, a State of Iowa Residential Electrician license, or a State of Iowa Apprentice License as provide in Section 6.4.1 and a permit has been obtained for the work. Exception: Anyone who was licensed to perform electrical work in Linn County prior to December 31, 2007, and carries a State of Iowa "B" Master or "B" Journeymen license shall continue to be qualified to work in Linn County as required by Section 103.29-4 of the State of Iowa Code. The ratio of Journeymen to Apprentice shall be 1:1. The ratio of Residential Electrician to Apprentice shall be 1:1.

1. State of Iowa Electrical Licensing. Electrical licensure shall be in accordance with Chapter 103 of the Code of Iowa.
2. Contractor's License Required. No person shall engage in the business of contracting, planning or supervising electrical work as regulated by these Electrical Regulations within the jurisdiction of the City of Ely unless such person is allowed under the provisions of Chapter 103 of the State of Iowa,, employs a State of Iowa "A" Master Electrician, and has obtained a permit therefor from the Building Official according to the provisions of these electrical Regulations. Exception: A contractor who was licensed to perform electrical work in Linn County prior to December 31, 2007 and carries a State of Iowa Contractor's license shall continue to be qualified to work in the City of Ely. Said State of Iowa license issued to an individual or officer of a firm, corporation or other association, authorizes such, firm, corporation or other association to conduct the contracting business and obtain electrical permits in the jurisdiction of Linn County for the period of time for which such license is granted, provided such licensee is a partner or officer of such firm, corporation, or association, and is supervising the operations of said firm or corporation, and further provided that such licensee and the firm are insured according to law.
3. Insurance. Anyone conducting business as a State of Iowa Electrical Contractor or Class A or B Master Electrician shall be insured per the provisions of Chapter 103.6 of the Code of Iowa.