

# **City of Centerville Building, Zoning & Code Enforcement Department**

## **FAQ: Building / Zoning & Code Questions:**

### **FAQ for the City of Centerville / Building / Zoning & Code Enforcement Dept.**

**1. How do I contact the Centerville Building and Code Enforcement Department?**

Building (641) 437-4339      Zoning (641) 437-7100

FAX: (641) 437-1498      E-mail: [gjohnson@sirisonline.com](mailto:gjohnson@sirisonline.com)

**2. What are the hours of the Centerville Building & Code Enforcement Department?**

Monday - Friday: 8:00 AM - 5:00 PM

We are open through the lunch hour. If you would like to make an appointment, contact our staff.

We are located at the Centerville City Hall, 312 E. Maple St., Centerville, Iowa.

**3. What are the building official's hours?**

Typically, the officials are in the field performing inspections from 9:00 A.M. until 3:30 P.M.

The best time to reach the official in the office is between 8:00–9:00 in the morning and 4:00–5:00 in the afternoon.

**4. Where do I obtain agendas for Centerville Planning & Zoning / Board of Adjustment meetings?**

Contact the Centerville City Clerk for meeting agendas at (641) 437-4339.

**5. Is there a deadline for submitting my application for the next meeting's agenda?**

Yes. It is called a cut-off date. The cut-off date is the last day you can submit a case for the next case cycle. Cases of this nature would include site plans, rezoning, final plats, conditional uses or variances. The cut-off day is normally noon on the Monday, 4 weeks preceding the Planning & Zoning Commission meeting. Contact our staff at (641) 437-4339 further information, or check events for submittal deadline dates.

**6. How do I find out who owns a certain property in Centerville?**

There are several ways to find out who owns property. Current ownership records are maintained by the Appanoose County Auditor's Office at the second floor of the Appanoose County Courthouse. You will need to know the address for the property, its Geo-Parcel Number (GPN), or its legal description. If you know any of these you may call the Auditor's Office at (641) 856-6191. If you just know the general location but do not have any of the specific information listed above, you will need to visit either the Auditor's Office or contact the Appanoose County Assessor's Office website at [appanoosecounty.net](http://appanoosecounty.net) to look at maps and to find parcel numbers and property ownership. Ownership records are a matter of public information. The Appanoose County Assessor's Office is located on the first floor of the Appanoose County Courthouse.

**7. How do I find out what the current zoning is for a certain property in Centerville?**

Contact the Centerville Building Official at (641) 437-4339 and them to assist you with this. You will need to know the address for the property or its legal description. If you just know the general location but do not have any information listed above, you may need to visit the Appanoose County Auditor's Office to look at maps. Their office is located on the second floor in the Appanoose County Courthouse in Centerville.

**8. What are the current construction codes for Centerville?**

2006 International Building Code Building Regulations  
2006 International Residential Code Building Regulations  
2006 International Electrical Code Electrical Regulations  
2006 International Mechanical Code Mechanical Regulations  
2006 International Plumbing Code Plumbing Regulations  
2006 International Fire Code Fire Regulations  
2006 International Property Maintenance Code

Codebooks may be obtained from the International Conference of Building Officials at [www.iccsafe.org](http://www.iccsafe.org)

**9. What permits are required to build a new house in Centerville?**

Building permits are required. Application for a building permit requires the submittal of two sets of construction drawings. In order to determine a valuation and permit fee, please include the area in square feet for each floor, finished basement, unfinished basement, garage, decks and porches. Plans are reviewed by the official for code compliance before issuance of the building permit.

By Iowa law contractors must be registered with the Iowa Division of Labor.

The Centerville Building & Code Enforcement Department does not inspect new plumbing or electrical installations.

Plumbers must be licensed with the State of Iowa, Department of Public Health/Plumbers & Mechanical Systems Board and carry a license. Electricians must also be licensed with the Department of Public Safe and will also carry a license. Permits are required and obtained from these two agencies. Inspections for these two trades are performed by state inspectors. Electrical licensing, permit and inspections questions can be answered by contacting 1-866-923-1082 or online at [iowaelectrical.gov](http://iowaelectrical.gov). Plumbing, heating and air conditioning licensing, permit and inspections questions can be answered by contacting 1-866-227-9878 or 1-515-281-0254 (the Iowa Bureau of Professional Licensure) or on line at [licensediniowa.gov](http://licensediniowa.gov). or [www.iowaworkforce.org/labor/contractor.htm](http://www.iowaworkforce.org/labor/contractor.htm) or call (515) 242-5871.

Before the city permits can be issued, the Building & Zoning Official must verify that all zoning requirements are met and must also approve a site plan. You will need to submit 2 sets of site plans showing the dimensions of the property and the locations of wells, septic drainage field and existing structures. You will also need to show the location of the proposed improvement showing dimensions from property lines and from existing structures. This site plan should be legible and reproducible.

**10. When is a permit required?**

Generally, building permits are required to erect, alter, enlarge or demolish a structure. Permits are required for work including, but not limited to, new construction, remodeling and repair, other than minor, normal maintenance repairs. Any project must also comply with the Zoning Ordinance.

**11. Where do I apply for a building permit?**

Apply, in person, at the Centerville City Hall, 312 E. Maple St., Iowa 52544. Office hours are from 8:00 AM to 5:00 PM. Monday thru Friday, excluding holidays.

**12. How long does it take to get a permit?**

It varies depending on the type of construction, complexity, of the project, and the completeness of documents submitted with the application. For simple residential work, such as construction of decks, porches, or detached garages, storage building permits and fences in excess of six feet in height usually are issued over-the-counter but do not need to be reviewed. Commercial projects may take up to several weeks to review.

**13. What is the cost of the building permit?**

Building permit fees are generally based on the total cost of construction (materials and labor) and are shown in the Building Permit Fee Table. Exceptions to this are permits for signs (\$30.00 each), fences (\$30.00 each), swimming pools (deeper than twenty four inches deep) (\$30.00 each), and handicap ramps (\$30.00 each).

**14. What kind of information is needed to obtain a building permit?**

.A description of the work to be covered by the permit and the use of the structure.  
A site plan identifying existing structures and the location of the proposed work and their dimensions to property lines, streets and alleys and easements (if known). Plans, diagrams and specifications as required depending upon the scope and complexity of the project. For residential projects, two (2) copies of plans are needed; for commercial projects, three (3) copies. NOTE: An Iowa architect's or engineer's seal is required on plans for certain commercial projects.

The valuation of the construction work to be covered by the permit.

**15. Can I walk my commercial plans through the process?**

No. Commercial plan review involves review by a number of other City Departments such as Building, Engineering, Water and Fire. Plans are reviewed in the order in which they were received.

**16. When can I see or talk to a Building Official?**

Contact the Centerville Building & Code Enforcement Department at (641) 437-4339 to schedule an appointment with the official to answer any questions you may have in order to keep your project moving.

**17. Is a separate permit needed for wiring, plumbing, etc?**

Yes. Each trade required to complete a project must be permitted separately identifying the work being performed and who is doing it. Each Electrical, Plumbing or Heating/Air Conditioning trade contractors or a qualified owner-occupant will secure its own permit with the State of Iowa.

**18. Can I do my own plumbing, mechanical or electrical work?**

Yes. It depends. Generally, plumbing, mechanical and electrical contractor licenses are required to obtain a permit and perform work in Centerville. However, if you live in and own your single-family home, you may do your own plumbing, mechanical or electrical work but you are still required to obtain permits from the State of Iowa and pass its inspection. You must also obtain a permit and the work must comply with all applicable codes.

**19. Is a permit required to re-roof my house, and how many layers of roofing can I have?**

Not at this time, a permit is not required. A permit will be required in the future. A maximum of two layers of shingles may be on a roof. If there are already two layers on the roof, they must be removed before a new layer can be put on. A building review may later require the removal of all layers

**20. How is my work inspected?**

Inspections will check to make sure that work is done according to code. Permit holders must call to arrange for each inspection and prior to covering or concealing the work. In most cases, inspections will be performed within one workday of the request. Rough-In and final inspections require 24 hour notice. Call (641) 437-4339 to arrange for an inspection.

**21. When does a permit expire?**

Permits expire within 180 days if work is not started on the project. However, permits may be granted an extension for justifiable cause and written request with fee per code provided that no changes have been made to the original scope of the work.

**22. Do I need final permits issued for my project?**

Yes. Final inspections of permits has always been required as part of the permit process. Failure to request a final inspection on a permit will result in an additional charge and will hold up issuance of a certificate of occupancy for the property. A certificate of occupancy is required to occupy the new structure.

**23. What is the penalty for failing to obtain the proper permit?**

Failure to obtain a required permit may result in an investigation fee added to the cost of the permit and may also result in the issuance of a citation.

**24. How do I know if I'm dealing with a reputable contractor?**

The contractor performing electrical, plumbing or mechanical work must be licensed with the state of Iowa. Other building contractors (carpenters, roofers, house painters and landscapers, etc) are required to register with the State of Iowa.

Also ask for two references of work done and check them out. Be sure to get all agreements in writing.

Do not pay an excessive front-end deposit.

Make absolutely sure that they obtain the required permits and call for and pass the required code inspections. Do not purchase the permit for the contractor.

**25. Should the contractors have insurance?**

Yes. In most cases state law requires that contractors carry workers compensation insurance. A good contractor will also be bonded. Ask to see a certificate of insurance.

**26. What are my building setbacks and yard requirements?**

A building setback is the required distance that a building (structure) must be located on the property lines. Typically, setbacks and yard requirements are determined by your zoning classification. Therefore, you need to verify the zoning area of your property. (See Question #7)

**27. Do I need a permit for a fence?**

No, in most cases. Fences do not require a permit if the height is six feet or less. In that case the fence can also be placed at the property line. The builder must be certain where the property line is. A survey is the only true way of determining where the property line is.

Permits are required for a fence or portion of a fence which is in excess of six in height. The fence must be a foot in from the property line for each foot above six feet in height.

**28. Do I need a permit for a shed or "temporary" structure?**

A building permit is required only if the structure is in excess of 120 square feet in size regardless of whether it is "permanent" or "temporary".

**29. Can I file an appeal from the decision of the Zoning Administrator or request a variance to Zone Ordinance requirements?**

Yes. Any decision or determination made by the Zoning Administrator may be appealed to the Board of Adjustment when it is alleged that the findings were not correct by the Administrator. In addition, the Board may vary some of the regulations of the Ordinance when complying with the ordinance would create a hardship. An application or variance request may be obtained at the Centerville City Hall. Applications and variance request will include a filing fee which must be paid before the application can be accepted.

**30. Can I operate a business from my residence?**

Yes, under certain limitations. Contact the City of Centerville Building & Code Enforcement Department at (641)437-4339 for more information regarding business regulations.