

CITY OF WAVERLY

POLICY GUIDELINES FOR A CONSTRUCTION PROJECT

THE FOLLOWING SETS FORTH IN SUMMARY FORM A PROCESS UNDER NORMAL CIRCUMSTANCES TO BE FOLLOWED IN COMPLETING CONSTRUCTION PROJECT. THIS IS ONLY A GUIDELINE IN STEP FORMAT. THE MUNICIPAL CODE AND STATE LAW SHALL TAKE PRECEDENCE IN THE EVENT OF CONFLICT, DISAGREEMENT OR INTERPRETATION.

STEP ONE - When applying for a Building Permit, you need to submit two (2) sets of plans and drawings to the City Office.

- For a simple modification to an existing structure, a sketch showing the changes will probably suffice.
- If you are building an addition, garage or shed, more detail is required. In addition to the building plans, you will need a plot plan. The plot plan should show the lot dimensions along with where all existing structures are located.

STEP TWO - Upon receiving the plans the City will review the plans.

- The proposed project will need to meet the local zoning requirements. The City will check to see if the improvement complies with the zoning ordinance to make sure that the intended use is permissible.
- The City will check for compliance with the building codes (structural, mechanical, plumbing and fire). This is for the safety of the users and to identify potential problems. Please contact the [State Electrical Commission](#) for all electrical codes and inspections.
- The City will contact you and advise if the plans are approved or if changes need to be made.
- You will need to expose the lot pins to determine where your property lines are and you will need to stake-out the proposed project on your lot. The City will check the building setbacks for compliance with the location requirements.

STEP THREE - Once the plans and stake-out are approved, the City is ready to issue you a Building Permit.

- A permit will be issued after the appropriate building fee has been paid. the Building Permit is valid for one (1) year.
- Contractors must submit a Certificate of Insurance showing coverage of \$100,000 for injury or death of any one person and \$300,000 for injury or death of any number or persons and \$100,000 for property damage arising out of any one accident or occurrence on any job for which a permit is required.
- A \$500 deposit will be required for all new construction including residential, commercial, and industrial properties for projects \$50,000 - \$125,000; a \$750

deposit for projects \$125,001 - \$200,000; and a \$1,000 deposit for projects \$200,001 to discourage occupancy without approval and to pay for any re-inspections.

STEP FOUR - At appropriate times during the construction, the City will perform an inspection of the work completed to date to ascertain if it complies with the plans and the codes.

- Call the City, 786-2312, when the work is ready for inspection. Do not call until you are ready. If any inspection is made and you are not ready, you may be charged a \$30.00 re-inspection fee.
- The City will endeavor to make an inspection within twenty-four (24) hours of your call. An answering machine is available after hours (786-2312). The work will be tagged approved, or if deficiencies are noted, a "red tag" will be placed on the improvement.
- You must correct the problems noted by the inspector before proceeding with the work. Upon correcting the problems, call the City and they will re-inspect the work.
- On-site inspections. The number of inspections are dependent on the extent of the work and the different types of construction. The following are some of the inspections your project may need:
 1. **FOOTING INSPECTION.** The City will inspect footing preparations and set-back requirements prior to pouring concrete.
 2. **FRAMING.** An inspection will be made after the structural elements are in place and the framing is complete.
 3. **PLUMBING SYSTEM ROUGH-IN.** All plumbing must be inspected before it is covered. This includes all lines that will be covered over with a concrete slab, and those lines in the wall that will be covered with sheetrock. If the basement has provisions for a sump pump, the sump pump must be installed for final inspection. Water taps will be made by the City.
 4. **HEATING SYSTEM ROUGH-IN.** The lines and ducts within the walls and ceiling spaces must be inspected before they are covered. A review will be made of the clearances for flues and plenum.
 5. **WOOD BURNING STOVE OR FIREPLACE.** They must be inspected before the flues are covered.
 6. **INSULATION.** The insulation must be inspected before the material is covered in the walls or ceilings to determine if the requirements for the minimum "R" factor have been met.
 7. **SEWER INSPECTION.** The City will need to inspect sewer line and sewer tap before they are covered.
 8. **SIDEWALK/DRIVEWAY INSPECTIONS.** The City will need to inspect sidewalk/driveway construction prior to pouring concrete.
 9. **FINAL INSPECTION.** A final inspection of each building project will be made when the project is complete. This could cover smoke detectors, exterior grading, rise and run on stairs, head room on stairs and under ceilings, stair railing height

and spacing on spindles, heating and cooling equipment, plumbing equipment, and tempered glass, where needed. For new water service, the water curb stop must be at ground level or not more than two (2) inches below the surface. For single and multi-family dwellings, commercial, industrial, and public use facilities, the City will perform all final inspections, except electrical. You must contact the [State Electrical Commission](#) for the final electrical inspection.

The ordinances, codes and inspections are intended to promote safety, avoid maintenance and future functional problems and to help protect the investment you make in your project. We are here to help make that happen. If you need assistance, or have questions, please call 786-2312 and we will do our best to help you.