



City of Urbandale
 3600 86th Street
 Urbandale, IA 50322-4057

Community Development (515) 278-3935
 Building Department (515) 278-3930
 Engineering & Public Works (515) 278-3950
 Fax No. (515) 278-3927

Single-Family Dwelling Application Checklist

| Applicant Column | City Column | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Building Address, contact phone # & mailing address, signature. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Not mandatory</u> : Fax#, Cell Phone #, email address (any of these would be helpful) |
| <input type="checkbox"/> | <input type="checkbox"/> | Plot plan, including orientation, dimensions to property lines and the lot number |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Plan, include all floor levels, footing sizes, floor joist & rafter sizes & spacing, beam information, building cross sections, stair cross section detail, window sizes |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Compliance Certificate (ResCheck or RemRate utilizing the 2009 International Energy Conservation Code) |
| <input type="checkbox"/> | <input type="checkbox"/> | Water card indicating job address, <u>signed</u> , dated, and phone number |
| <input type="checkbox"/> | <input type="checkbox"/> | Any additional items such as a deck, porch, or basement finish & details |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction Site Erosion and Sediment Control Plan (COSESCO Plan) |

If these items are included in the initial permit submittal, processing will occur quicker than it can if information is missing. Other issues or requirements may be discovered during plan review, and that information will be presented to the applicant as soon as it is available.