

City of Oskaloosa Boards and Commissions Orientation Packet



Building Code Board of Appeals

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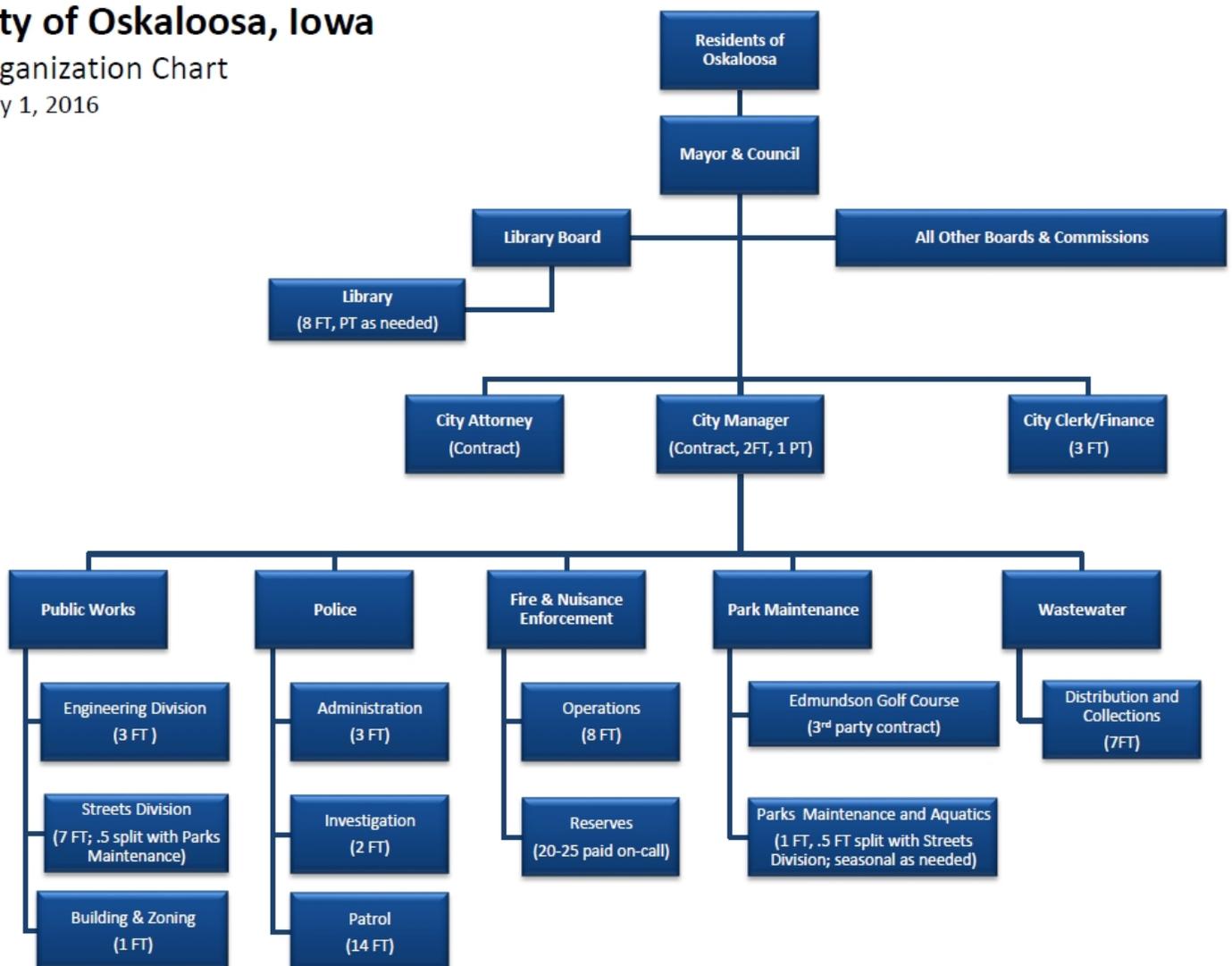
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City of Oskaloosa, Iowa

Organization Chart

July 1, 2016



Oskaloosa, Iowa

Oskaloosa is a diverse, micropolitan community offering big-city amenities. It is a “hot spot” for entrepreneurs thanks to public and private leaders who work to build strong infrastructure, communication, and transportation systems and have a vision of sustainable growth. It is a place businesses and workers want to call home. Our historic downtown district is a hub for live music, shopping, and dining. A high-speed fiber optic system delivers world-class communication solutions and can grow with technological changes and demands. With a current population of approximately 11,500 people, Oskaloosa continues to grow and change. The community is approximately 65 minutes from the state capital of Des Moines and just over an hour and a half away from Iowa City, home to the University of Iowa.



Mission

Serve and protect the citizens of Oskaloosa to provide a positive environment which encourages desirable growth and enhances the quality of life in the community.

Vision Statement

Make Oskaloosa an irresistible place to grow business so the quality of life is enhanced for the whole community.

City Departments

- City Clerk's Office- City Hall 220 South Market Street
 - Appointed by the City Council, the City Clerk attends all council meetings and is responsible for duties defined by the Code of Iowa and designated by the City Council. The City Clerk is the Finance Director and City Treasurer by Oskaloosa City Code. The staff from the City Clerk's Office is responsible for maintaining all public records, which consists of storage, retention and scanning of official records.
- City Manager's Office- City Hall 220 South Market Street
 - Appointed by the City Council, the City Manager oversees all administrative tasks necessary for city operations, supervises city departments, maintains the city budget and represents the municipality in a variety of settings. The City Manager implements policy adopted by the City Council.
- Fire Department- 220 South Market Street
 - The Fire Department provides emergency response services to residents within and around the city limits of Oskaloosa, three cities, and eight townships. The department also assists the building official with fire prevention inspections. The Fire Department oversees Code Enforcement to keep our community safe and attractive for residents and visitors alike.
- Oskaloosa Public Library- at 220 South Market Street
 - The Oskaloosa Public Library exists to serve as a primary source of information, education, recreation, and personal fulfillment for all of the City of Oskaloosa and Mahaska County.
- Parks and Recreation at 220 South Market Street
 - The Oskaloosa Parks Department oversees Edmundson Park, the Downtown Park, Jaycee's Parks, and Vanderwilt Park. The Parks Department monitors and maintains the health of the city's urban forestry program. The Parks Department assists with downtown activities and oversees seven shelters.
- Police Department- Mahaska Law Enforcement Center 214 High Avenue East
 - The City of Oskaloosa Police Department provides public safety services to the residents of Oskaloosa. The Department uses bicycle, foot and vehicle patrol to provide public safety services to the city's residents, across 7.98 square miles.
- Public Works- 804 South D Street
 - Engineering
 - The Engineering/GIS Department is responsible for the design and oversight of city infrastructure construction, the maintenance of city maps and plats, and providing general engineering assistance to a variety of city departments.
 - Building and Zoning
 - The Building and Zoning department works with residents on building permits, setback requirements, and fence permits. The Building Official works with residents, contractors and local business owners on community improvements and local construction.

- Streets
 - The Streets Department fills potholes, replaces damaged concrete panels, chip seals or seal coats certain streets, and performs crack sealing.
- Wastewater- 2632 Kent Ave
 - The Wastewater Department oversees two treatment plants and seven lift stations and are responsible for the sanitary sewer and stormwater system. The plants that Wastewater monitors treat just under 2 million gallons of wastewater per day.
- Oskaloosa Municipal Water Department- 1208 S 7th Street
 - The Oskaloosa Municipal Water Department (OMWD) is responsible for providing clean drinkable water for the City of Oskaloosa. OMWD treatment plant is located north of Oskaloosa and relies on a series of wells to pull from the Skunk River watershed.

City of Oskaloosa's Form of Government

The City of Oskaloosa has a Mayor-Council form of government with the City Council appointing a City Manager to serve at the discretion of the City Council. The City Council consists of seven Council Members, four elected by ward and three elected at large for overlapping terms of four years. The Mayor is elected for a two-year term. The Mayor is not a member of the City Council and does not vote. The City Council, Mayor, and city officers have such powers and shall perform such duties as are authorized by State law and by the ordinances, resolutions, rules, and regulations of the city.

Building Code Board of Appeals

The Building Code Board of Appeals has the responsibility to determine the suitability of alternate materials and methods of construction, and to provide for reasonable interpretations of the provisions of Chapter 15.04 of the Oskaloosa Municipal Code.

Residents of Oskaloosa are appointed to the Building Code Board of Appeals by the Mayor with Oskaloosa City Council approval through an application process. Candidates may be required to interview as part of the appointment process.

The Building Code Board of Appeals is composed of five members who are qualified by experience and training to pass upon matters pertaining to building construction. Members of the Building Code Board of Appeals are appointed by the mayor and serve at the pleasure of the mayor. The building official serves as an ex officio member, and acts as secretary of the board. The Building Code Board of Appeals meets as needed. Meetings are conducted under Robert's Rules of Order. The staff contact for the Building Code Board of Appeals is the Public Works Director.

Training Opportunities

The City of Oskaloosa hosts annually a planning and zoning workshop for Planning and Zoning Commission members. The workshop also applies to the Board of Adjustment, Building Code Board of Appeals, and Historic Preservation Commission. There is no fee for commission members to attend this training that is offered in the evening.

Additional Resources

Please refer to the following websites for additional resources:

- <https://www.municode.com/library/ia/oskaloosa>
 - This link provides access to Oskaloosa's Municipal Code
- https://www.municode.com/library/ia/oskaloosa/codes/code_of_ordinances?nodeId=TIT17ZO
 - This link provides access to Oskaloosa's Municipal Code on Zoning
- <https://beaconbeta.schneidercorp.com/?site=MahaskaCountyIA>
 - This link provides access to Beacon to view county and city information, public records and Geographical Information Systems (GIS) via an online portal.

Powers Designated by Code

The Building Code Board of Appeals is to provide for reasonable interpretations of the provisions of Chapter 15.04 (Building Code) of the Oskaloosa Municipal Code. The board adopts reasonable rules and regulations for conducting its investigations and renders all decisions and findings in writing to the building official, with a copy to the appellant and a copy to the State Building Code Commissioner.

Oskaloosa Municipal Code: Chapter 15.04

The enabling legislature for the Planning and Zoning Commission is found in the Oskaloosa Municipal Code, Chapter 15.04 Building Code. That information is provided below:

- **15.04.010 - Title for citation.**
 - This chapter shall be known as the "Oskaloosa, Iowa, Building Code," and may be cited as such, and will be referred to herein as "this chapter."
 - (Prior code §2-4.01)
- **15.04.020 - Purpose of provisions.**
 - The purpose of this chapter is to protect public health, property, welfare and safety by establishing reasonable minimum requirements for the construction, repair, moving, demolition and use of buildings, structures and related equipment, fixtures and systems.
 - (Prior code §2-4.02)
- **15.04.030 - International Building Code, International Mechanical Code and International Residential Code—Adopted.**
 - The International Building Code 2009 edition, the International Mechanical Code 2009 edition and International Residential Code 2009 edition is hereby adopted by the City of Oskaloosa by reference from the effective date of the ordinance codified in this chapter and all installations, repairs and alterations of any item covered by these codes shall be performed in accordance with the respective code's provisions.
(Ord. 1174 §2, 2004)
(Ord. No. 1306, §§ 1, 2, 5-16-2011; Ord. No. 1317, § 1, 1-3-2012)
- **15.04.035 - International Building Code, International Mechanical Code and International Residential Code—Amendments.**
 - The International Residential Code 2009 is adopted as follows:
 - SECTION R313, AUTOMATIC FIRE SPRINKLER SYSTEMS
R313.2, delete the text of the section.

- The International Fire Code 2009 and the International Building Code 2009 is adopted as follows:
 - SECTION 903.2.8 Group R.
Amend Section 903.2.8 by adding the following exception:
Add: Exception: One- and two-family dwelling units and townhouses shall not be required to install an automatic fire sprinkler system.
 - SECTION 903.3.1.2, NFPA 13R sprinkler systems.
Amend Section 903.3.1.2 by adding the following exception:
Add: Exception: One- and two-family dwelling units and townhouses shall not be required to install an automatic fire sprinkler system.
 - SECTION 903.3.1.3, NFPA 13D sprinkler systems.
903.3.1.3, delete the text of the section as it applies to automatic fire sprinklers for residential and townhouse dwellings.
 - SECTION 903.3.2, Quick-response and residential Sprinklers.
Amend Section 903.3.2, and 903.3.2(2) by adding the following exception:
Add: Exception: One- and two-family dwelling units and townhouses shall not be required to install an automatic fire sprinkler system.
(Ord. No. 1306, §§ 1, 2, 5-16-2011)
Editor's note— Ord. No. 1306, §§ 1, 2, adopted May 16, 2011, did not specify manner of inclusion. Hence, to facilitate indexing, said provisions have been included as [§ 15.04.035](#).
- **15.04.040 - International Building Code, International Mechanical Code and International Residential Code—Copies on file.**
 - Official copies of the aforementioned International Building Code, International Mechanical Code and International Residential Code are on file in the office of the city clerk and/or the office of the city engineer as the designee of the city clerk.
(Ord. 1174 §4, 2004)
- **15.04.050 - Building official—Appointment—Powers and duties.**
 - The mayor shall appoint the building official, who is authorized and directed to enforce all the provisions of this chapter. The building official shall have the powers and duties set forth in Sections [15.04.060](#) through [15.04.140](#) of this chapter.
 - (Prior code §2-4.05(part))
- **15.04.060 - Building official—Assistants.**
 - In accordance with established procedure and with the approval of the city council, the building official may appoint such number of officers, inspectors and assistants, and other employees as shall be authorized from time to time.
 - (Prior code §2-4.05(1))
- **15.04.070 - Building official—Annual report.**
 - The building official shall submit a report to the city council not less than once a year, covering the administration and enforcement of this chapter during the preceding period. Such report shall incorporate a summary of recommendations as to desirable amendments to this chapter.
 - (Prior code §2-4.05(2))
- **15.04.080 - Building official—Recordkeeping requirements.**
 - The building official shall keep a permanent, accurate account of all fees and other moneys collected and received under this chapter, the names of the persons upon whose account the same were paid, the date and amount thereof, together with the location of the building or premises to which they relate.

- (Prior code §2-4.05(3))
- **15.04.090 - Building official—Right of entry.**
 - Whenever necessary to make an inspection to enforce any of the provisions of this chapter, or whenever the building official, or his authorized representative, has reasonable cause to believe that there exists in any building or upon any premises, any condition which makes such building or premises unsafe, as defined in this chapter, the building official, or his authorized representative, may enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon the building official by this chapter; provided, that if such building or premises is occupied, he shall first present proper credentials and demand entry, and if such building or premises is unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of the building or premises, and demand entry. If such entry is refused, the building official, or his authorized representative, shall have recourse to every remedy provided by law to secure entry.
 - (Prior code §2-4.05(4))
- **15.04.100 - Building official—Stop work orders issued when.**
 - Whenever any work is being done contrary to the provisions of this chapter, the building official may order the work stopped by notice in writing served on any persons engaged in the doing or causing such work to be done, and any such persons shall forthwith stop such work until authorized by the building official to proceed with the work.
 - (Prior code §2-4.05(5))
- **15.04.110 - Building official—Occupancy discontinuance for violations.**
 - Whenever any structure is being used contrary to the provisions of this chapter, the building official may order such use discontinued and the structure, or portion thereof, vacated by notice served on any person causing such use to be continued. Such person shall discontinue the use within ten days after receipt of such notice, or make the structure or portion thereof comply with the requirements of this chapter; provided, however, that in the event of an unsafe building, the procedures for the abatement of a nuisance shall apply.
 - (Prior code §2-4.05(6))
- **15.04.120 - Building official—Equipment condemnation authority.**
 - Whenever the building official learns or ascertains that any equipment, as defined in this chapter, has become hazardous to life, health or property, he shall order, in writing, that such equipment be restored to a condition of safety or be dismantled or removed from its present location. The written notice shall fix a time limit for compliance with such order. No person shall use or maintain the defective equipment after receiving such notice.
 - (Prior code §2-4.05(7))
- **15.04.130 - Building official—Liability limitations.**
 - The building official or any employee charged with the enforcement of this chapter, acting in good faith and without malice for the city in the discharge of his duties, shall not thereby render himself liable personally, and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required, or by reason of any act or omission in the discharge of his duties. Any suit brought against the building official, or employees, because of such act or omission performed by him in the enforcement of any provisions of this chapter, shall be defended by the city until final termination of the proceeding.
 - (Prior code §2-4.05(8))

- **15.04.140 - Building official-Cooperation from other officials.**
 - The building official may request, and shall receive so far as may be necessary in the discharge of his duties, the assistance and cooperation of other officials of the city.
 - (Prior code §2-4.05(9))
- **15.04.150 - Board of appeals.**
 - In order to determine the suitability of alternate materials and methods of construction, and to provide for reasonable interpretations of the provisions of this chapter, there shall be and is created a board of appeals, consisting of five members who are qualified by experience and training to pass upon matters pertaining to building construction. The building official shall be an ex officio member, and shall act as secretary of the board. The board of appeals shall be appointed by the mayor and shall hold office at the pleasure of the mayor. The board shall adopt reasonable rules and regulations for conducting its investigations and shall render all decisions and findings in writing to the building official, with a copy to the appellant and a copy to the State Building Code Commissioner.
 - (Prior code §2-4.06)
- **15.04.160 - Permit requirements generally.**
 - Permits shall be required as set forth in Sections [15.04.170](#) through [15.04.200](#) of this chapter.
 - (Prior code §2-4.07(part))
- **15.04.170 - Building permits.**
 - No person, firm or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure in the city, or cause the same to be done, without first obtaining a separate building permit for each such building or structure from the building official. Building permits shall not be required for nonstructural alterations not exceeding five hundred dollars in value, and paneling, cabinet replacement, or door and window replacement, if such are replaced with an equal-sized replacement. Building permits shall further not be required for replacement of storm windows, screens, railings, the repair of porches, roof overhangs, reroofing or siding projects, or normal and ordinary maintenance work. Structures include but are not limited to portable buildings of eighty square feet or more and portable carports. Portable carports shall be provided with means to resist the overturning effects of wind as specified in the currently adopted building code.
(Ord. 1167 § 1, 2004: prior code §2-4.07(1))
- **15.04.180 - Mechanical permits.**
 - A. No person shall install, alter, reconstruct or repair any heating, ventilating, cooling or refrigeration equipment unless a permit therefor has been obtained from the building official, except as otherwise provided in this chapter.
 - B. A permit shall be obtained for all heating, ventilating, cooling or refrigeration equipment moved with or installed in any relocated building. A separate permit shall be obtained for the equipment installed in each separate building or structure.
 - C. A permit shall not be required for the following:
 1. Any portable heating appliance;
 2. Any portable ventilating equipment;
 3. Any portable cooling unit;
 4. Any steam, hot or chilled water piping within any heating or cooling equipment regulated by this chapter;

5. Replacement of any component part or assembly of an appliance which does not alter its original approval, and complies with other applicable requirements of this chapter;
 6. Any portable evaporative cooler;
 7. Any refrigerating equipment which is a part of the equipment for which a permit has been issued pursuant to the requirements of this chapter;
 8. Any unit refrigerating system.
 - (Prior code §2-4.07(2))
- **15.04.190 - Plumbing permits.**
 - No person, firm or corporation shall install, alter, reconstruct or repair any plumbing or drainage system, or part thereof, as defined in the plumbing code adopted by this title, unless a permit therefor has been obtained from the building official.
 - (Prior code §2-4.07(3))
 - **15.04.200 - Electrical permits.**
 - No person, firm or corporation shall install, alter, reconstruct or repair any electrical conductor or equipment subject to the provisions of the electrical code adopted by this title unless a permit therefor has been obtained from the building official.
 - (Prior code §2-4.07(4))
 - **15.04.210 - Permits for emergency work.**
 - In emergency situations, work may be initiated without first submitting a permit application and receiving a permit therefor. However, a permit application must be submitted within a reasonable time after the passage of the critical period. With this one exception, all emergency work must be done in accordance with this chapter.
 - (Prior code §2-4.08)
 - **15.04.220 - Permit-Application-Contents.**
 - To obtain any required permit, the applicant shall file application therefor on forms provided by the building official for that purpose. Each application shall contain all information necessary to the lawful enforcement of the provisions of this chapter.
 - (Prior code §2-4.09)
 - **15.04.230 - Permit-Application-Plans and specifications.**
 - A. With each application for a building permit, and when required by the building official for enforcement of any provisions of this chapter, a minimum of two sets of plans and specifications, or the necessary number as required by the building official, shall be submitted. The building official may require such plans and specifications to be prepared and designed by an engineer or architect licensed by the state to practice as such. Plans and specifications, when required, shall be of sufficient detail and clarity to show that the proposed work will conform to the provisions of this chapter and of all applicable laws, ordinances, rules, regulations and orders.
 - B. The building official may waive the filing of plans and specifications with an application for the following:
 1. One-story buildings of conventional woodstud construction, with an area not exceeding six hundred square feet;
 2. Private garages, carports, sheds and agricultural buildings of conventional woodstud construction;
 3. Small and unimportant work.
 - (Prior code §2-4.10)
 - **15.04.240 - Plans and specifications-Review.**

- Required plans and specifications shall be checked by the building official. Such plans may be reviewed by other city departments or personnel to check compliance with the laws and ordinances under their jurisdiction.
 - (Prior code §2-4.11)
- **15.04.250 - Plans and specifications-Approval endorsement.**
 - If the plans and specifications, as filed, appear to conform to the requirements of this chapter and other laws and ordinances, the building official shall endorse in writing or stamp on all sets of plans and specifications "APPROVED." Such approved plans and specifications shall not be changed, modified or altered without authorization from the building official, and all work shall be done in accordance with the approved plans.
 - (Prior code §2-4.12)
- **15.04.260 - Permit-Partial completion of construction.**
 - The building official may issue a permit for the construction of part of a building or structure before the entire plans and specifications of the whole building or structure have been submitted or approved, provided adequate information and detailed statements have been filed complying with all pertinent requirements of this chapter. The holder of such permit shall proceed at his own risk without assurance that the permit for the entire building or structure will be granted.
 - (Prior code §2-4.13)
- **15.04.270 - Plans and specifications-Copies retained by city and applicant.**
 - One set of approved plans, specifications and computations shall be retained by the building official for a period of not less than ninety days from the date of completion of the work covered therein, and one set of approved plans and specifications shall be returned to the applicant, which set shall be kept on such building or work at all times during which the work authorized thereby is in progress.
 - (Prior code §2-4.14)
- **15.04.280 - Permit-Issuance conditions.**
 - When the building official is satisfied that the work described in an application for permit, and the plans and specifications filed therewith, if required, conform to the requirements of this chapter and other pertinent laws and ordinances, and that the fees as specified have been paid in full, he shall issue a permit therefor to the applicant.
 - (Prior code §2-4.15)
- 15.04.290 - Permit-Scope-Validity.**
 - A. The issuance or granting of a permit or approval of plans and specifications shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this chapter. No permit presuming to give authority to violate or cancel the provisions of this chapter shall be valid, except insofar as the work or use which it authorizes is lawful.
 - B. The issuance of a permit based upon plans and specifications shall not prevent the building official from thereafter requiring the correction of errors in such plans and specifications, or from preventing building operations being carried on thereunder when in violation of this chapter or of any other ordinance of the city.
 - (Prior code §2-4.16)
- **15.04.300 - Permit-Expiration.**
 - Every permit issued by the building official under the provisions of this chapter shall expire by limitation and become null and void if the building or work authorized by such permit is not commenced within one hundred twenty days from the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of one hundred twenty days.

Before such work can be recommenced, a new permit shall be first obtained so to do, and the fee therefor shall be one-half of the amount required for a new permit for such work, provided no changes have been made in the original plans and specifications for such work; and provided, further, that such suspension or abandonment has not exceeded one year.

▪ (Prior code §2-4.17)

• **15.04.310 - Permit-Suspension or revocation.**

○ The building official may, in writing, suspend or revoke a permit issued under provisions of this chapter whenever the permit is issued in error, or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this chapter.

▪ (Prior code §2-4.18)

• **15.04.320 - Fees-Building permit.**

A. A fee for each building permit shall be paid to the building official, as set forth herein. The determination of value or valuation under any other provisions of this chapter shall be made by the building official. The valuation to be used in computing the permit fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, and any other permanent work or permanent equipment. The building official will use as a guide to determine the valuation the latest Building Valuation Data, and the Regional Modifiers, as published by the International Conference of Building Officials, unless the applicant can show that the actual cost will be less.

B. A fee for each building permit shall be established from time to time by resolution of the city council.

▪ (Prior code §2-4.19)

• **15.04.330 - Fees-Mechanical, plumbing and electrical permits.**

○ A fee for each mechanical, plumbing and electrical permit shall be paid to the building official. A fee for each mechanical, plumbing and electrical permit shall be established from time to time by resolution of the city council.

▪ (Prior code §2-4.20)

• **15.04.340 - Expiration of plan check-Extensions.**

○ Applications for which no permit issued within one hundred twenty days following the date of application shall expire by limitation, and plans submitted for checking may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding one hundred twenty days upon written request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. In order to renew action on an application after expiration, the applicant shall resubmit plans.

▪ (Prior code §2-4.21)

• **15.04.350 - Reinspection fee.**

○ In the event a reinspection is necessary, there shall be paid to the building official a reinspection fee as established from time to time by resolution of the city council.

▪ (Prior code §2-4.22)

• **15.04.360 - Work commenced without permit-Penalty fee.**

○ Where work for which a permit is required by this chapter is started or commenced without obtaining a permit, the fees specified for such permit shall be doubled; but the payment of such double fee shall not relieve any persons from fully complying with the

requirements of this chapter in the execution of the work, nor from any other penalties prescribed herein.

- (Prior code §2-4.23)
- **15.04.370 - Inspection-Generally.**
 - All construction or work for which a permit is required shall be subject to inspection by the building official, and certain types of construction shall have continuous inspection by special inspectors, as specified in [Section 15.04.440](#).
 - (Prior code §2-4.24)
- **15.04.380 - Lot survey required when.**
 - A survey of the lot may be required by the building official to verify compliance of the structure with approved plans.
 - (Prior code §2-4.25)
- **15.04.390 - Inspection-Concealed work.**
 - That portion of any work or equipment intended to be concealed by any permanent portion of the building shall not be concealed until inspected and approved.
 - (Prior code §2-4.26)
- **15.04.400 - Inspection-Record card required.**
 - Work requiring a permit shall not be commenced until the permit holder or his agent shall have posted an inspection record card in a conspicuous place on the front premises, and in such position as to allow the building official conveniently to make the required entries thereon regarding inspection of the work. This card shall be maintained in such position by the permit holder until the certificate of occupancy or satisfactory completion has been issued.
 - (Prior code §2-4.27)
- **15.04.410 - Inspection-Approval required before commencing additional work.**
 - No work shall be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining the written approval of the building official. Such written approval shall be given only after an inspection shall have been made of each successive step in the construction, as indicated by each of the inspections required in [Section 15.04.420](#). There shall be a final inspection and approval on all buildings and work when ready for occupancy and/or completed.
 - (Prior code §2-4.28)
- **15.04.420 - Inspection-Specifications.**
 - The building official, upon notification from the permit holder or his agent, shall make the following applicable inspections, and shall either approve that portion of the work as completed, or shall notify the permit holder or his agent wherein the same fails to comply with this chapter:
 - A. Reinforcing Steel or Structural Framework. Reinforcing steel or structural framework of any part of any building or structure shall not be covered or concealed without first obtaining the approval of the building official;
 - B. Foundation Inspection. To be made after trenches are excavated and forms erected, and when all materials for the foundation are delivered on the job. Where concrete from a central mixing plant (commonly "transit-mixed") is to be used, materials need not be on the job;
 - C. Frame Inspection. To be made after the roof, all framing, fire-blocking and bracing are in place and all pipes, chimneys and vents are complete;
 - D. Mechanical Inspection. To be made before concealment or use;
 - E. Plumbing Inspection. To be made before concealment or use;

- F. Electrical Inspection. To be made before concealment or use;
- G. Lath and/or Wallboard Inspection. To be made after all lathing and/or wallboard, interior and exterior, is in place, but before any plastering is applied or before wallboard joints and fasteners are taped and finished;
- H. Other Inspections. In addition to the called inspections specified above, the building official may make or require any other inspections of any construction or work to ascertain compliance with the provisions of this chapter and other laws which are enforced by the building official;
- I. Reinspections. Reinspections, and fees therefor, may be required as follows:
 - 1. A reinspection fee may be assessed for each inspection or reinspection, when such portion of work for which inspection is called is not complete or when corrections called for are not made,
 - 2. This subsection is not to be interpreted as requiring reinspection fees the first time a job is rejected for failure to comply with the requirements of this chapter, but as controlling the practice of calling for inspections before the job is ready for such inspection or reinspection,
 - 3. Reinspection fees may be assessed when the permit card is not properly posted on the work site, the approved plans are not readily available to the inspector, for failure to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official,
 - 4. To obtain a reinspection, the applicant shall file an application therefor in writing upon a form furnished for that purpose, and pay the reinspection fee in accordance with [Section 15.04.350](#),
 - 5. In instances where reinspection fees have been assessed, no additional inspection of the work will be performed until the required fees have been paid;
- J. Final Inspection. To be made after work is completed and/or the building is ready for occupancy.

- (Prior code §2-4.29)

- **15.04.430 - Building maintenance.**

- All buildings or structures, both existing and new, and all parts thereof, shall be maintained in a safe and sanitary condition. All devices or safeguards which are required by this chapter in a building or structure, when erected, altered or repaired, shall be maintained in good working order. The owner or his designated agent shall be responsible for the maintenance of buildings and structures. For the purpose of determining compliance with this section, the building official may cause any structure to be reinspected.

- (Prior code §2-4.30)

- **15.04.440 - Special inspector-Required for certain work.**

- A. In addition to the inspections to be made as specified in Section 14.04.420, the owner or his agent shall employ a special inspector who shall be present at all times during construction on the following types of work:
 - 1. Concrete. On concrete work when the structural design is based on an f'_c in excess of two thousand pounds;
 - 2. Masonry. Masonry work shall have special inspection when required in the Uniform Building Code;
 - 3. Welding. On all structural welding;
 - 4. Reinforced Gypsum Concrete. When cast-in-place Class B reinforced gypsum concrete is being mixed or deposited;

- 5. Special Cases. On special construction or work involving unusual hazards or requiring constant inspection;
- B. Exception. The building official may waive the requirement for the employment of a special inspector if he finds that the construction or work is such that no unusual hazard exists.
 - (Prior code §2-4-31)
- **15.04.450 - Special inspector-Qualifications.**
 - The special inspector shall be a qualified person approved by the building official. The special inspector shall furnish continuous inspection on the construction and work requiring his employment. He shall report to the building official, in writing, noting all ordinance violations and other information as required.
 - (Prior code §2-4-32)
- **15.04.460 - Special inspections-Exemptions.**
 - Special inspections required by [Section 15.04.440](#) and elsewhere in this chapter shall not be required where the work is done on the premises of the fabricator approved by the building official to perform such work without special inspection. The certificate of approval shall be subject to revocation by the building official if it is found that any work done pursuant to the approval is in violation of this chapter.
 - (Prior code §2-4-33)
- **15.04.470 - Inspection-Request deadline.**
 - The building official may require that every request for inspection be filed at least two days before such inspection is desired. Such request may be in writing or by telephone, at the option of the building official.
 - (Prior code §2-4-34)
 (Ord. No. 1361, § 1, 7-21-2014)
- **15.04.480 - Inspection-Access.**
 - It shall be the duty of the person requesting inspection to provide access to and means for proper inspection. The building official shall not be liable for any expense entailed in the removal or replacement of any material required to allow the inspection.
 - A. (Prior code §2-4-35)
- **15.04.490 - Power, fuel and water supply connections.**
 - Systems and/or equipment regulated by this chapter shall not be connected to the power, fuel or water supply until authorized by the building official, except that this section shall not be considered to prohibit the operation of any equipment installed to replace existing equipment serving an occupied portion of a building, in the event a request for inspection of such equipment has been filed with the building official not more than forty-eight hours after such replacement work is completed and before any portion of such equipment is concealed by any permanent portion of the building.
 - (Prior code §2-4-36)
- **15.04.500 - Certificate of occupancy.**
 - No building or structure where a certificate of occupancy is required by the Iowa State Building Code Administration Section shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy thereof as provided in this section.
 - A. Change in Use. Changes in the character or use of a building shall not be made except as specified in the Uniform Building Code adopted by this chapter;

- B. Certificate Issued. After final inspection, when it is found that the building or structure complies with the provisions of this chapter, the building official shall issue a certificate of occupancy which shall contain the following:
1. The building permit number,
 2. The address of the building,
 3. The name and address of the owner,
 4. A description of that portion of the building for which the certificate is issued,
 5. A statement that the described portion of the building complies with the requirements of this chapter for group and division of occupancy, and the use for which the proposed occupancy is classified,
 6. The name of the building official;
- C. Temporary Certificate. A temporary certificate of occupancy may be issued by the building official for the use of a portion or portions of a building or structure prior to the completion of the entire building or structure.
- (Prior code §2-4-37)
- **15.04.510 - Unlawful activities designated.**
 - It is unlawful for any person, firm or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure in the city, or cause the same to be done, contrary to or in violation of any of the provisions of this chapter.
 - (Prior code §2-4-38)
 - **15.04.520 - Violation-Penalty.**
 - Any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor. Each day a violation occurs shall constitute a separate offense. (Refer to [Section 1.20.010](#) General Penalties).
(Ord. 1092 §2, 2000; prior code §2-4-39)