

**CITY OF WINDSOR HEIGHTS
BUILDING APPLICATION AND PERMIT**
1133 66th Street, 515-279-3662

<i>Date of Application</i>	<i>Rec'd By</i>	<i>Date Issued</i>	<i>Permit No.</i>		
Applicant to fill in the below information in the bold area. City personnel will fill out the area in italic.					
Type of Permit: <input type="checkbox"/> Building Permit <input type="checkbox"/> Sign Permit <input type="checkbox"/> Fence Permit <input type="checkbox"/> Deck Permit					
Job Address:					
Owner	Address	Zip	Phone		
Contractor	Address	Zip	Phone		
Architect/Engineer	Address	Zip	Phone		
Description of Work					
Site located in Floodway or Floodway Fringe? *Yes___ No___ (*requires Floodplain Development Application/Permit)					
ATTACH SITE PLAN, DRAWINGS, AND/OR BUILDING PLAN					
I hereby acknowledge that I have read this application and state that the above is correct. I agree to comply with all city ordinances and state laws regulating building construction. I further agree and understand that the City of Windsor Heights has not, by issuance of this permit, reviewed, nor does it make any representation concerning, any covenants or any restrictions where there may be covenants or other restrictions prohibiting the proposed improvements.					
Additional Acknowledgements: <ul style="list-style-type: none"> Except as provided by law, where any work has been started prior to obtaining this permit, the regular fee shall be doubled. This permit shall expire if work has not commenced or has been abandoned for 120 days. A new permit will be required at a fee of ½ the original permit fee. ALL WORK MUST BE INSPECTED. It is the responsibility of the permittee to call for inspections. No work shall be concealed or covered until approved by the inspector. The permittee acknowledges they are proficient in the performance of the work covered by this permit. Any questions as to code requirements or practices shall be resolved prior to initiation of the project. 		FILLED OUT BY CITY PERSONNEL			
		<i>VALUATION</i>		<i>SQ FOOTAGE</i>	
				<i>PERMIT FEE</i>	<i>DATE PAID RECEIPT #</i>
		<i>BUILDING</i>			
		<i>CITY FEE</i>			
		<i>OTHER</i>			
		<i>TOTAL</i>			
Authorized Signature		Date			
WHEN APPROVED BELOW THIS BECOMES YOUR PERMIT					
REGULAR INSPECTIONS ARE REQUIRED-CONTACT THE CITY'S BUILDING INSPECTOR AT PUBLIC WORKS-279-3662					
<i>APPROVED BY:</i>		<i>DATE:</i>			

City of Windsor Heights
General Information on Building Permit Requirements

Accessory Building Requirements (i.e. detached garages, sheds)

Ordinance Section Regulating Accessory Buildings 172.02

*accessory buildings less than 120 square feet do not require a Building Permit

1. Front: No accessory structure can be located in the front yard or within a street side yard.
2. Side: Accessory buildings may be located a minimum of three (3) feet from the side lot line of the property if it is located between the rear building line of the principal building and the rear property line.
3. Rear: The minimum rear yard setback for accessory buildings shall be five (5) feet.
4. No accessory building shall exceed 144 square feet or 1.5% of the total lot area, whichever is greater within a residential district. (with the exception of detached garages)
5. Detached garages shall not exceed 30% of the building coverage of the back lot.
6. The maximum height for accessory buildings shall be twelve (12) feet in residential districts and twenty-four (24) feet in commercial and industrial districts.
7. No accessory building shall be placed within ten (10) feet of any other building unless it meets applicable separation requirements of the City's Fire Code.
8. An accessory structure which creates a potential fire hazard shall be located ten (10) feet from any residential structure. (i.e. detached fireplaces, barbeque ovens, or storage of flammable materials)

Fence and Wall Requirements

Ordinance Section Regulating Fences 172.05

1. Barbed wire or electrified fence above grade shall not be used in construction of any fence within the limits of the City.
2. Every fence shall be done as follows: posts, supporting rails and such supporting elements when located shall be on and face the property on which the fence is located. *Alternating pickets are allowed as well as design fences.
3. A wall or fence in the rear yard shall not exceed six (6) feet measuring from the property grade. The maximum height for a fence or wall in the front yard or street side yard shall not exceed four (4) feet.
4. On corner lots, a fence or wall built parallel to the street side yard line, but set back in conformance with the required street yard setback may have a maximum height of six (6) feet.
5. Any fence built on a residential property shall contain openings no less than 50% of the surface area of the fence.
6. Fences and walls can only be located on surveyed lot lines. No part of the fence or wall is allowed to project onto a public right-of-way.

Sign Requirements

Ordinance Section Regulating Signs 175

Prohibited Signs: signs painted on or attached to rocks, trees, or other natural objects, signs conflicting with traffic, signs on public property or public right-of-way, portable signs, signs that are not clean or in substantial good repair, signs advertising activities that are illegal under Federal, State, or local laws and regulations, rolling LCD signs

Temporary and Civic Signs (requiring a permit): temporary or portable signs for grand openings, sales, and special events are permitted in commercial and industrial districts subject to the following (allowable sizes can be found in Table 175-3 and Table 175-4 in the City Code)

1. No more than one (1) sign can be used for a single occupant
 2. Temporary or portable signs may be present at any single premise for a maximum of ninety (90) days per year.
- Temporary Signs for nonprofit civic campaigns or events are exempt with the following regulations:**
1. Such signs are installed no earlier than thirty (30) days before the date of the event and removed no later than seven (7) days after the date of the event.
 2. The maximum of such size is ten (10) square feet when located in any residential and office/limited commercial zoning district, and 100 square feet in any other zoning district.

If you have any questions, please feel free to call the City Inspector at City Hall: 515-645-6826 or email at sdanzer@windsorheights.org.