

### Permit Review Times

Please expect Safe Building to **begin** reviewing a submitted permit within 5 business days of receipt. Safe Building will complete its review of submitted permit materials within 3 business days of beginning the review. These lead times result in a total review time from receipt of 3-8 business days. Please anticipate this lead time when submitting a permit. If any of the materials listed below are missing or deficient this review period **will** be extended.

### Required Supporting Documents

- **Site Plan** that includes:
  - setbacks from property lines
  - deck dimensions
- **Deck Construction Plan** that includes:
  - house attachment or free-standing
  - distance from deck surface to grade
  - any roof or enclosure
  - footing locations
  - footing sizes (depth & diameter)
  - beam height and thickness
  - joist size and spacing
  - stair location

### Permit Application Requirements

- **All permits require a complete, signed, permit application. The permit application is invalid if not signed by the permit applicant.**
- **The *minimum* supporting documents required in addition to the signed permit application are listed below.**
- The signed permit application must be submitted to the City Clerk. Required supporting documents may also be submitted to the Clerk or submitted electronically to [office@safebuildingiowa.com](mailto:office@safebuildingiowa.com).