

**CITY OF MOUNT VERNON
Building Permit Application**

Date Submitted: _____

1 Site Address/
Lot Subdivision: _____

2 Use of Structure _____

3 Owner/Tenant:
Address: _____
City: _____ State: _____ ZIP: _____
Daytime Phone: _____ Other Phone: _____
E-Mail: _____

4 Contractor:
Address: _____
City: _____ State: _____ ZIP: _____
Daytime Phone: _____ Other Phone: _____
E-Mail: _____

State or County License #'s

4a) Electrical Sub-Contractor _____ License # _____
4b) Mechanical Sub-Contractor _____ License # _____
4c) Plumbing Sub-Contractor _____ License # _____
4d) Other Sub-Contractor _____ License # _____

5 Project Description: _____

6 Plans Required: **Submit Three (3) Copies**

Plot Plan	_____	Elevations	_____	Foundation Plan	_____
Floor Plans	_____	Cross Sections	_____	Details	_____
Mechanical	_____	Electrical	_____	Other	_____
Heating/Cooling	_____				

7 Contact Person _____ Phone: _____

8 Dollar Valuation of Project: _____

To Be Completed by City of Mount Vernon

Is Project Subject To:	Yes	No	Site Zone:	_____
			Lot Area:	_____
Iowa Architectural Law			Linn Co. Fees	_____
Formal Site Plan Review			MV Admin Fee	35.00
Plot Plan Review			Other:	_____
Energy Code Review			Staff Initials:	_____
Historic Preservation Review			Linn Co Permit #	_____
Flood Plain Regulations			MV Permit #	_____
			Date Issued	_____

Zoning Admin: _____ Approved: _____ Denied: _____ Date: _____
Reason (if denied): _____

Signature: _____

City of Mount Vernon Fax #319-895-6108

For new construction and remodeling: Conduit needs to be run for the outside meter reading device and installation of the outside reading device is required prior to occupancy. A 3/4" minimum diameter for conduit is required. A 24 hour notice is required for water inspection and installation. All water meters will be installed by the City. Water turn on can only be performed by a City employee. A 48 hour notice prior to closing on new construction required for final inspection and to allow for any deficiencies to be correction. Review may take 10-14 days.