

**SCOTT COUNTY
DEPARTMENT OF PLANNING & DEVELOPMENT
BUILDING PERMITS AND INSPECTIONS POLICIES
ADOPTED FEBRUARY 11, 2022**

- A. All building permit applications shall include, at minimum, a completed application form provided by the Planning & Development Department (hereby known as “The Department”), and may include, depending on the project and the discretion of the Building Inspector(s) and Zoning Administrator, a plot plan of the property showing the location of the project, and two sets of full-sized, formal building plans (three for projects within the corporate limits of the City of LeClaire). The Building Inspector(s) and Zoning Administrator reserve the right to request more application materials in order to comply with applicable building and/or zoning codes. The Department reserves the right to delay plans review on an application deemed incomplete.
- B. All building permit application materials may be submitted in person in hard copy form or electronically with the exception of the full-sized, formal building plans. The Building Inspectors reserve the right to request building plan materials in hard copy form for plans review.
- C. All building permit applications for projects within the corporate limits of the City of LeClaire shall be submitted in person in hard copy form to LeClaire City Hall.
- D. All building permit applications for new construction single-family dwellings and new construction commercial projects shall include a plans review fee: \$100 for single-family dwellings, \$500 for commercial projects. This plans review fee shall be reimbursed in the form of a credit to the total permit fee should the plans be approved and a permit be issued. If the project is not approved or a permit is otherwise not issued but staff time has been spent reviewing the plans, the plans review fee shall be retained.
- E. The Department shall require three to five business days after submittal to review and approve all single-family residential building permit applications, and reserves the right to extend the review period for unique or complex projects.
- F. The Department shall require five to seven business days after submittal to review and approve all multi-family residential, commercial, and industrial building permit applications, and reserves the right to extend the review period for unique or complex projects.
- G. All approved building permit applications shall be paid for, signed, and retrieved by either the listed contractor or property owner before inspections may be scheduled.
- H. In the event of a global pandemic, natural disaster, or other disruption or circumstance, the signature and retrieval requirement in Policy G may be waived.

- I. Approved building permit applications that have been paid for, signed, and retrieved shall be considered Active Permits. Permits shall remain in Active status so long as permitted work is being performed every six months.
- J. Permits shall become Inactive when no permitted work has been performed within a six-month timeframe, or when no inspections have been completed by a Building Inspector within a six-month timeframe. No inspections shall be performed for Inactive Permits.
- K. Permits where the permitted work is completed and a final inspection has been performed shall be assigned Inactive status.
- L. Temporary Occupancy permits may be issued on a rare basis in consultation with the Building Official. The term of the Temporary Occupancy shall be determined by the Building Official.
- M. All requests for inspections shall be submitted at least 24 hours before the desired inspection time. The Department reserves the right to deny a request not submitted at least 24 hours before the desired inspection time.
- N. All requests for inspections shall be submitted by calling and speaking with Department staff. No inspections shall be scheduled via electronic communication.
- O. Inactive Permits shall be re-activated upon request in consultation with the Building Official. The re-activation fee for Inactive Permits shall be a minimum of \$100.00. The Building Official reserves the right to apply a re-activation fee that is more than \$100.00 to as much as the original permit fee amount if the permitted work has not been started or no inspections have been performed.
- P. In the case where Active Permit holders communicate that they do not intend to complete the permitted work, if the work is considered agriculturally-exempt by the State of Iowa, or if the permit is found to be redundant, erroneous, or otherwise unnecessary by the Building Official, the Active Permit may be reassigned to Inactive status by the Department. The permit holder may be eligible for a full or partial refund of the original permit fee. The Building Official reserves the right to retain all or part of the original fee to cover the cost of plans review and/or inspections performed.
- Q. In the event Department staff discovers unpermitted work being performed within its jurisdiction, the party responsible for the work must obtain an approved building permit before any additional work is performed. The Department reserves the right to double (2x) the assessed permit fee in such event.
- R. The Department shall retain physical copies of Active and Inactive permits from the past 24 months on site. Physical copies of older permits may be held off site in County-owned storage.
- S. The Department shall retain physical copies of building plans on site for all Active Permits. Building plans for Inactive Permits may be held off site in County-owned storage.