

City of Shueyville Commercial Building Permit Application

Office Use Only	
Permit No.	
Date Filed	
Received By	
P & Z Review	
Fee Paid	

Commercial Building Permit Application Process & Requirements

Submit the following to the Shueyville City Clerk:

1. [Johnson County](#) & Shueyville Building Permit Applications
2. Building Plans- plans may be provided on paper or on printable PDF files
3. Site Plans that include setback information where building will be located.
 - a. Refer to Zoning Regulations for Commercial District for City of Shueyville, 165.09 – 165.11
4. Pay City of Shueyville Fee, Checks should be made out to “City of Shueyville”
 - a. Construction fees include: \$150 (building permit) and \$40 (E911 sign) Total of \$190

Additional requirements:

1. Commercial buildings within the Shueyville limits are required to install a commercial grade Knox Box:
 - a. To Purchase: knoxbox.com or 800-552-5669
 - b. After install contact Jefferson Monroe Fire Department for final lock and secure: jmfd@southslope.net
2. Commercial proposals are required to be reviewed by the City Engineer
 - a. Engineering Fees are the responsibility of the applicant and will be determined by Engineer
3. Commercial proposals are required to have Planning and Zoning Commission review and City Council approval, prior to a permit being issued. (165.09, 4-D)

If approved, a city permit will be issued, and the permit documents will be sent to the [Johnson County Building Division](#). Johnson County will reach out the applicant directly regarding the [fee statement](#), approved plans, and a list of required [inspections](#).

SHUEYVILLE BUILDING PERMIT APPLICATION:

Contact Name: _____
 Phone: _____ Email: _____
 Address: _____
 Property Owner Name: _____ Property Owner Phone: _____

General Description

Lot Size: _____

Total Square Footage of Structure:

*Please indicate finished or unfinished for each level

Square Footage- Upper Level	
Square Footage- Main Level	
Square Footage- Lower Level	

Number of bathrooms	
Number of porches/decks	
Number of off-street parking spaces	
Number of off-street loading spaces	

Structural Building Materials:
Exterior Finish of Structure:
Surface Material of Parking Spaces:

****NOTICE OF RESPONSIBILITY:** The issuance of this permit is based on plans, specifications and other data and shall not prevent the building official from requiring corrections or from preventing building operations in violation of the City Code. It shall also be the responsibility of the applicant and/or property owner to request inspections required by the City Code, to provide access to and the means for inspections of such work and to comply with all City Ordinance and State and Federal laws regulating the building construction.