

## APPLICATION TO DEMOLISH or MOVE A BUILDING

### Activities Requiring a Permit:

1. Demolish a building or portion thereof; or
2. Move a building from one location to another across private or public property; or
3. For storing or using materials, machinery or equipment in relation thereto; or for engaging in building construction, demolition or related operations on adjacent streets or public property, within the city.

**Requirement Checklist:** To apply for and obtain a permit, the following must be provided to the building services department:

- ✓ **Completed Application.** All signatures must be obtained by the applicant to issue a permit to demolish or move a building. Copies of emails from the designated agency and official can be a substitute for a signature.
- ✓ **Certificate of Insurance:**
  - **Demolition:** A certificate of comprehensive public liability insurance shall be provided with coverage limits of not less than one million dollars (\$1,000,000.00).
  - **Moving a Building:** A certificate of comprehensive public liability insurance with coverage limits of not less than one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) general aggregate must be included with the application.
- **Site Plan:** If more than one building or structure is proposed for demolition on a shared site, a site plan or aerial image depicting the building(s) subject to demolition is required. Aerial images of property can be obtained and printed from the following website: <https://beacon.schneidercorp.com>. Once you navigate to the correct property, select "view map" for an image.
- **Permit Fee:**

|                                 |  |
|---------------------------------|--|
| One and Two-Family Dwellings:   | \$35.20 + \$10 Issuance Fee = <b>\$45.20</b> |
| Commercial Buildings < 1000 sf: | \$35.20 + \$10 Issuance Fee = <b>\$45.20</b> |
| Each Story 1,000 to 3,000 sf:   | \$41.25 + \$10 Issuance Fee = <b>\$51.25</b> |
| Each Story Over 3,000 sf.       | \$46.75 + \$10 Issuance Fee = <b>\$56.75</b> |

### Additional Information:

- Applications may be submitted by email, mail or in-person only. Applications may be emailed to [building@cityofdubuque.org](mailto:building@cityofdubuque.org). Applications will not be processed until payment is received. Payment may be made by phone by calling (563) 589-4150.
- Work commenced without an **issued** permit will result in additional fines and penalties.
- **Incomplete applications will not be accepted. Permits are valid for 30 days.**



Property Address: \_\_\_\_\_

**BUILDING DEMOLITION/MOVE PERMIT UTILITY APPROVALS**  
**(Approval is Required 48 Business Hours Prior to Demolition/Move)**

PROJECT ADDRESS: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CONTRACTOR'S PHONE: \_\_\_\_\_ IA CONTR REG #: \_\_\_\_\_

INSURANCE CARRIER: \_\_\_\_\_ POLICY #: \_\_\_\_\_

1. **BLACK HILLS ENERGY** CONTACT: CASSIE HIATT (563) 585-4026  
Email: [cassie.hiatt@blackhillscorp.com](mailto:cassie.hiatt@blackhillscorp.com)

COMMENTS & SIGNATURE:  
or Email Confirmation: (Must be attached) \_\_\_\_\_

2. **ALLIANT ENERGY** CONTACT: PAULA BAKER (563) 587-4539  
Email: [dubuqueinspect@alliantenergy.com](mailto:dubuqueinspect@alliantenergy.com)

COMMENTS & SIGNATURE:  
or Email Confirmation: (Must be attached) \_\_\_\_\_

3. **IOWA ONE LOCATE** CONTACT: (800) 292-8989 or 811

LOCATE IDENTIFICATION #. \_\_\_\_\_

4. **DEPARTMENT OF NATURAL RESOURCES**

- SINGLE FAMILY HOME: **SIGNATURE NOT REQUIRED**
- COMMERCIAL PROPERTY: **An environmental asbestos report is required.** Contact a licensed Environmental Management Agency. An additional copy must also be forwarded to: Tom Wuehr, Department of Natural Resources, 7900 Hickman Rd. Suite 1, Windsor Heights, IA 50324: (515) 281-7212 or [tom.wuehr@dnr.iowa.gov](mailto:tom.wuehr@dnr.iowa.gov).

COMMENTS & SIGNATURE:  
or Email Confirmation: (Must be attached) \_\_\_\_\_

5. **DUBUQUE METROPOLITAN AREA SOLID WASTE AGENCY (DMASWA)**

CONTACT: JOHN FOSTER or DOUG HUGHES (563) 589-4250  
Email: [jfoster@cityofdubuque.org](mailto:jfoster@cityofdubuque.org) - [dhughes@cityofdubuque.org](mailto:dhughes@cityofdubuque.org)

COMMENTS & SIGNATURE:  
or Email Confirmation: (Must be attached) \_\_\_\_\_



Property Address: \_\_\_\_\_

**6. CITY OF DUBUQUE WATER DEPT. (WATER SERVICE)**

**WATER LATERAL MUST BE PROPERLY DISCONNECTED AND INSPECTED PRIOR TO DEMO PERMIT BEING ISSUED:**

**CONTACT:** BRANT SCHUELLER (563) 589-4303 or KERRY LEPPERT (563) 589-4305  
**Email:** [bschuell@cityofdubuque.org](mailto:bschuell@cityofdubuque.org) [kleppert@cityofdubuque.org](mailto:kleppert@cityofdubuque.org)

**COMMENTS & SIGNATURE:**  
or Email Confirmation: (Must be attached) \_\_\_\_\_

**7. CITY OF DUBUQUE WATER DEPT. (WATER METER - MIU)**

**WATER METER (MIU – outside reading device) AND UFR (if applicable) MUST BE PROPERLY DISCONNECTED BY THE CITY OF DUBUQUE STAFF PRIOR TO DEMO PERMIT BEING ISSUED**

**CONTACT:** CARL PLUMLEY (563) 589-4304 or KERRY LEPPERT (563) 589-4305  
**Email:** [cplumley@cityofdubuque.org](mailto:cplumley@cityofdubuque.org) [kleppert@cityofdubuque.org](mailto:kleppert@cityofdubuque.org)

**COMMENTS & SIGNATURE:**  
or Email Confirmation: (Must be attached) \_\_\_\_\_

**8. ENGINEERING DEPT. (SEWER)**

**SEWER LATERAL MUST BE PROPERLY DISCONNECTED AND INSPECTED PRIOR TO DEMO PERMIT BEING ISSUED:**

**CONTACT:** TOM FREUND or GUS PSIHOYOS (563) 589-4270  
**Email:** [tfreund@cityofdubuque.org](mailto:tfreund@cityofdubuque.org) [gpsihoyo@cityofdubuque.org](mailto:gpsihoyo@cityofdubuque.org)

**COMMENTS & SIGNATURE:**  
or Email Confirmation: (Must be attached) \_\_\_\_\_

**9. PLANNING SERVICES (CONSERVATION OR HISTORIC DISTRICT)**

**CONTACT:** CHRIS HAPP OLSON (563) 589-4210  
**Email:** [colson@cityofdubuque.org](mailto:colson@cityofdubuque.org)

**COMMENTS & SIGNATURES:**  
or Email Confirmation: (Must be attached) \_\_\_\_\_

**10. FIRE DEPARTMENT**

**CONTACT:** DEREK PAULSON (563) 589-4160  
**Email:** [dpaulson@cityofdubuque.org](mailto:dpaulson@cityofdubuque.org)

**COMMENTS & SIGNATURE:**  
or Email Confirmation: (Must be attached) \_\_\_\_\_



Property Address: \_\_\_\_\_

**MOVING A BUILDING  
PERMIT UTILITY APPROVALS**

For each contact, the following information is necessary only if moving a building:

- Move date.
- Anticipated start and end time of move.
- Proposed routing based on vehicular length, height, width, and weight. (A map of the routing should accompany the Building Demolition/Move Permit Utility Approval form.)

**Required City Contacts**

- |                               |   |
|-------------------------------|---|
| <b><i>First Contact:</i></b>  | <b>Police Department</b><br>770 Iowa Street<br>Telephone Number: (563) 589-4410   |
| <b><i>Second Contact:</i></b> | <b>Building Services</b><br>50 W. 13 <sup>th</sup> Street, First Floor<br>Name: Jeff Zasada<br>Telephone Number: (563) 589-4150   |
| <b><i>Third Contact:</i></b>  | <b>Engineering Department</b><br>50 W. 13 <sup>th</sup> Street, Second Floor<br>(Traffic Engineering)<br>Telephone Number: (563) 589-4270<br>Name: Troy Kress<br>Telephone Number: (563) 589-4270 |

**FINAL SIGN OFF BY BUILDING DEPARTMENT WHEN PROJECT IS COMPLETE:**

**SIGNATURE:** \_\_\_\_\_

**Important Notes**

If the demolition or building move involves the usage of streets/road under County or State jurisdiction (such as Central Avenue, Dodge Street, or the Northwest Arterial), it is the responsibility of the applicant to obtain the appropriate governmental approvals. **State of Iowa Contact: Motor Carrier Services, 515.237.3264; County of Dubuque Contact: County Engineer Office, 563.557.7283.**

Once each utility has approved the demolition/move, return the completed form to Building Services. A permit fee is charged for each scheduled move. A \$50 administrative fee is charged by the Engineering Department for each scheduled move date due to traffic detour/closure/signalization coordination.

**If the demolition/move date is changed, the requestor needs to provide a 48-hour notice of the revised date and the requestor may be subject to additional fee charges by Building Services and/or the Engineering Department.**