

**City of Logan**  
108 W. 4<sup>th</sup> St.  
P.O. Box 127  
Logan, IA 51546

### ***Standard Procedures For Building Permits***

- ❑ Permit applications will be picked up at City Hall. Applications will be numbered and dated at that time.
- ❑ Applications can be filled out by owner or owner's authorized agent, and must include plans, diagrams, computations and specifications for each project.
- ❑ Completed applications will be turned in to City Hall.
- ❑ All applications will be reviewed by the Building Inspector. Applications approved by the Building Inspector will then be presented to the City Council for approval. The permit can be picked up at City Hall after the Building Inspector approves it and the permit fee has been paid.
- ❑ No work can proceed until the permit fee is paid and the permit is posted. Permits must be posted and securely fastened to the building or project in plain view so that they can be seen from the street. Permits shall not be removed except by the building inspector.
- ❑ All construction is expected to be done in a timely manner. Permits are only good for six months. If more time is required, please contact the Building Inspector or City Hall for an extension.
- ❑ The Building Inspector will determine the number of inspections needed for each project.
- ❑ The Building Inspector must be notified and given ample time to make each inspection. Work cannot continue until after each inspection.
- ❑ All projects must have a final inspection. At that time, the permit will be signed and picked up by the Building Inspector. All permits will be kept on file at City Hall.

If you have any questions, please call:

Jason Roden	(712) 310-6139 or 644-3592
City Hall	644-2425
Fax	644-2414