



City of Marion Building Requirements

This document is not meant to modify any Federal or State laws or City Ordinances. It is intended to be informative and to be used as a guideline. Where circumstances of a particular job differ from these procedures, the decision of The City of Marion staff will prevail.

BUILDING CODES

The City of Marion has adopted the following codes regulating building construction within the City.

2015 International Building Code
2015 International Plumbing Code
2015 National Electrical Code
2015 International Fuel Gas Code

2015 International Residential Code
2015 International Mechanical Code
2015 International Fire Code
2015 International Energy Code

BUILDING PERMIT

Before a building permit will be approved, all plans and documents related to the permit application must be approved by City staff. Approved permits must be picked up at City Hall prior to work beginning and retained at the construction site throughout the entire building process. All contractors performing work within the City of Marion's jurisdiction must be registered with the City and provide proof of current liability insurance. A permit fee must be paid upon submission of the building permit application for all new residential construction and new commercial construction. All permit fees are nonrefundable.

Where work for which a permit is required is started or proceeded prior to obtaining a permit, the fees specified shall be charged at 2.5 times the original permit fee, but the payment of such fee shall not relieve any persons from fully complying with the requirements of the adopted codes in the execution of the work not from any other penalties prescribed herein.

A permit becomes null and void if construction does not commence within six months from the date of the permit application. All permits require final inspection.

PLAN REVIEW

City staff will verify submittal documents are complete and forward to Bureau Veritas for Plan Review. Bureau Veritas or City staff will contact applicant directly if additional information and/or documents are required. Also to discuss any noncompliance or deviation from City of Marion Zoning, Ordinances, or Code requirements.



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INSPECTIONS

Permit holder is responsible for requesting inspections at each phase of construction from Bureau Veritas. The permit packet that includes the approved plans, documents, and all completed inspection tickets must be on site at the time of inspection. Do not request an inspection until the work is completed. Re inspection fees will be assessed per each failed inspection. If the building inspector arrives to a scheduled inspection and the job site is not ready, an inspection will not be completed and re inspection fees will be assessed. All outstanding fees must be paid in full prior to requesting final inspection.

Final inspections must be passed and Certificate of Occupancy must be issued by City of Marion staff prior to occupancy of building.

CERTIFICATE OF OCCUPANCY

After passing all final inspections you must submit an application for the Certificate of Occupancy TO City Hall. Within 5 business days City staff will contact you to pick up the Certificate of Occupancy and paid required fees. If the building finals have not been completed at the time of submittal, your application will be denied. Once the build finals have been completed you must re submit an application for Certificate of Occupancy.

CONSTRUCTION SITE

A temporary property address must be posted at the front of the lot and in view from the street. Permanent street numbers must be displayed prior to final inspection.

A portable sanitary restroom for your workers MUST be on your property until the final inspections are approved.

A trash receptacle constructed to prevent construction trash from blowing or scattering from the jobsite/property shall be maintained until job completion.

No construction material, debris, or sanitary restroom facility shall be placed or stored in the public right of way or drainage areas at any time for any reason.

Erosion control must be in place prior to the first inspection.