

# CITY OF OXFORD BUILDING PERMIT PROCESS

November 29, 2023

Processing of permits may take up to 5-10 working days.

- 1. The applicant applies for a building permit at City Hall located at 205 N. Augusta Ave., Oxford, Iowa.**
- 2. Information needed to process a building permit application:**
  - a) Permit application
  - b) Site plan showing setbacks from property line.
  - c) Building plans (foundation plan, floor plan, elevation drawings and cross section drawing)
  - d) \$25 processing fee payable to the City of Oxford due at time of application.**City reviews application:**
  - a) City conducts a review for zoning regulations and compliance with setbacks per City ordinance.
  - b) Once the city approves zoning, City Clerk emails permit documents to Johnson County Building Inspection Department at [building@johnsoncountyiowa.gov](mailto:building@johnsoncountyiowa.gov). Alternately - The applicant may email to [building@johnsoncountyiowa.gov](mailto:building@johnsoncountyiowa.gov) or deliver to Johnson County Building Inspection Department (JCBID) at 913 S. Dubuque Street, Iowa City, Iowa. **If applicant emails or delivers to JCBID, plans will not be reviewed until zoning is approved by the City of Oxford.** Zoning Questions Email: [oxfordcityhall@southslope.net](mailto:oxfordcityhall@southslope.net)  
Building Code questions call JCBID @ 319-356-6085
- 3. Johnson County Building Inspection Department reviews application:**
  - a) Building plans are reviewed for code compliance. Revisions may be necessary for noncompliant issues. Items not requiring revisions will be noted on the plans and compliance will be confirmed during the inspection process.
  - b) When the plans are approved Johnson County will email the applicant the approved plans, a list of required inspections and a fee statement due to the county.
  - c) All documents are archived in County's permit software.
- 4. Permit issuance:**
  - a) Applicant pays a permit fee to Johnson County. Payment may be made over the phone with a credit card or by check mailed or delivered to 913 S. Dubuque Street, Iowa City, Iowa 52240
  - b) Applicant will schedule all required inspections with the Johnson County Building Inspection Department by calling 319-356-6085 or emailing [building@johnsoncountyiowa.gov](mailto:building@johnsoncountyiowa.gov).
- 5. Permit closed:**
  - a) All permits must be inspected to verify code compliance. Johnson County will issue a Certificate of Occupancy for each building after all inspections have been performed and approved. The Certificate of Occupancy is emailed to the applicant.