

CITY OF OXFORD BUILDING PERMIT PROCESS

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, Applicant will use the Johnson County Online Building Permit Portal to apply for Permit through Johnson County. Applicant can start the process through Johnson County Before approved by Oxford Building Permit Committee.
- c) Johnson County Reaches out to the City of Oxford to confirm that Oxford Building Permit Committee has approved.

Johnson County Permit Portal: <https://www4.citizenserve.com/Portal/PortalControllerAction=showApplyPermitPage&type=Permit&fileName=RES&installationID=450>

Zoning Questions Email: 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.
- 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.