

City of  
**WEST LIBERTY**

409 N. Calhoun Street – West Liberty, IA 52776  
Phone: (319) 627-2418 Fax: (319) 627-4847  
Email: [wlcity@lcom.net](mailto:wlcity@lcom.net) or [kmadsen@lcom.net](mailto:kmadsen@lcom.net)

TO: PERMIT APPLICANTS  
FROM: CITY HALL  
SUBJECT: BUILDING INPSECTION SERVICES

The City of West Liberty retained the services of a certified building inspector and plan reviewer. Terry Goerdt will do the building, electrical and plumbing inspections. And the plan reviews for new construction and major structural additions.

Procedures to be followed are:

1. City Clerk or Deputy City Clerk will process application - building plans and plot plans are required for processing.
2. Terry Goerdt will review plans and conduct inspections between hours of 5:30 p.m. and 8:00 p.m. and on Saturdays. Minimum of three (3) working days required for plan reviews and 24 hour notice is required for inspection reservation.
3. Inspection Requirements are below.
4. **Be sure that a license permit bond is on file before filing for a permit for each of the following:**

Building Contractor License Permit/Performance* Bond	\$5,000.00
Plumbing Bond License Permit/Performance* Bond	\$5,000.00
Electric Bond License Permit/Performance* Bond	\$5,000.00

*\*See next page*

\*Contractor's Performance Bond:

City Code requires that all contractors for construction, electrical, plumbing doing work for hire in the City of West Liberty provide an indemnity bond in the amount of \$5,000 for each type of work performed.

This bond is a performance bond that covers the work of a project if the contractor fails to complete the job or some type of workmanship problem occurs. The bond can be forced if need be for the reasons stated prior.

This is not a contractor's bond that is usually required for a large project and based on a percentage amount of the contract cost. This bond can also be executed against the insured's insurance for faulty workmanship, failure to complete the project, etc.

## Inspection Requirements

It will be your responsibility to contact the building inspector or City Hall to arrange inspections when your project requires them. Your call, letter or visit should contain the following information:

Name of Contractor:  
Location of Work:  
Type of Work:  
Date Ready for Inspection:  
Phone Number for Verification:

Building Inspections require the following:

- 1.) Inspect footings prior to pouring (City will do)
- 2.) Framing prior to sheet-rocking
- 3.) Final prior to occupancy (this includes sidewalk and driveway installation, finish grading)

Electrical Inspections require the following:

- 1.) Rough-in prior to sheet-rocking
- 2.) Permanent service
- 3.) Final

Plumbing Inspections require the following:

- 1.) Sewer tap before backfilling (City will do)
- 2.) Plumbing groundwork (City will do)
- 3.) Rough-in prior to sheet-rocking
- 4.) Final

*City Inspector will leave a copy of the inspection report at the site for all inspections, except footings.*

The City Inspector, Terry Goerdt, may be reached after 5:30 p.m. weekdays or Saturdays at (319) 886-1222 (*home*) or anytime (319) 330-9806 (*cell phone*)-leave a message if no answer.

City Hall's number is (319) 627-2418.

Thank you for complying with these procedures.