



City of
Rock Valley



**2013 C-1 Building Permit Package
General Commercial District**

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Signatures Required

Owner's Signature on pages	3, 4, 5, 6, 7 & 12
Contractor's Signature on pages	4 & 5

Fees

Building Permit	\$25.00
Sewer Connection Fees	\$75.00
Water Connection Fees	\$350.00
Utility Deposit	\$100.00





City of Rock Valley

Application for Building Permit

Please provide as much of the following information as possible

Applicant Name: _____

Date of Application: _____

Project Location Information

Brief Description of Project

Address: _____

Zoning Classification: _____

Parcel Number: _____

Legal Description

** You must supply a plan of the proposed project drawn to scale.*

Owner Information

New Construction or Addition

Name: _____

Main floor square feet: _____

Current Address: _____

2nd story square feet: _____

Home Phone: _____

Basement square feet: _____

Mobile Phone: _____

Garage square feet: _____

Work Phone: _____

Attached? Yes _____ No _____

Email: _____

Deck square feet: _____

Enclosed? Yes _____ No _____

Contractor Information

Fencing linear feet: _____

Name: _____

Estimated Cost of Project: \$ _____

Address: _____

List of Subcontractors

City/State/Zip: _____

Electrician: _____

Office Phone: _____

Plumber: _____

Mobile Phone: _____

Heating & Air: _____

Applicant Signature

Building Permit Approved by the City of Rock Valley

Date



City of Rock Valley

Sewer Connection Permit

Application Date _____

Name: _____

Applicant Address: _____ Parcel #: _____

Legal Description: _____

Type of Service

- Residential Commercial Industrial Institutional

Permit request is for: _____
Property Owner _____ Phone _____

Purpose for which the sewer is to be used: _____

Work to begin _____ and to be completed on or before _____
on which date this permit expires.

Construction and connection of the building sewer to the public sewer shall be completed within sixty (60) days of the issuance of this permit. Except when a property owner provides sufficient proof that due to conditions which are beyond the owner's control or a peculiar hardship exists, such that the 60 day time period is inequitable or unfair, upon application an extension time within which to comply with the provisions herein may be granted.

Applicant agrees to be responsible for all costs and expense incident to the installation and connection of the building to the public sewer. Applicant further agrees to indemnify and hold harmless the City of Rock Valley, Iowa, its officers, employees, and agents from any and all loss or damages or claims of damage that may directly or indirectly be occasioned by the installation and/or connection of the building to the public sewer.

Name and address of the person(s) doing the work: _____

Contractor must be preapproved by the City.

- Plans, specifications or other information considered pertinent submitted with this application.
- Bond required
- Certificate of insurance required.

Permit Fee: \$75.00
Date Paid: _____

Permit fee covers costs related to issuance of the permit and supervising, regulating, and inspecting the work by the City.

Applicant Signature: _____

Date Approved: _____

Contractor Signature: _____

Permit Granted by: _____
Myron Van Ginkel, City Superintendent



City of Rock Valley

Water Connection Permit

Application Date _____

Name: _____

Applicant Address: _____ Parcel #: _____

Legal Description: _____

Type of Service

Residential
 Commercial
 Industrial
 Institutional

Permit request is for: _____
 Property Owner _____ Phone _____

Purpose for which the water is to be used: _____

Work to begin _____ and to be completed on or before _____
 on which date this permit expires.

Construction and connection of the building water to the public water shall be completed within sixty (60) days of the issuance of this permit. Except when a property owner provides sufficient proof that due to conditions which are beyond the owner's control or a peculiar hardship exists, such that the 60 day time period is inequitable or unfair, upon application an extension time within which to comply with the provisions herein may be granted.

Applicant agrees to be responsible for all costs and expense incident to the installation and connection of the building to the water service main. Applicant further agrees to indemnify and hold harmless the City of Rock Valley, Iowa, its officers, employees, and agents from any and all loss or damages or claims of damage that may directly or indirectly be occasioned by the installation and/or connection of the building to the water service main.

Name and address of the person(s) doing the work: _____

Contractor must be preapproved by the City.

- Plans, specifications or other information considered pertinent submitted with this application.
- Bond required
- Certificate of insurance required.

Permit Fee: \$350.00

Date Paid: _____

Permit fee covers costs related to issuance of the permit and supervising, regulating, and inspecting the work by the City.

Applicant Signature: _____

Date Approved: _____

Contractor Signature: _____

Permit Granted by: _____
Myron Van Ginkel, City Superintendent

**City of Rock Valley
1507 Main Street
Rock Valley, Ia. 51247
712-476-5707**

APPLICATION FOR WATER, SEWER, RESIDENTIAL GARBAGE SERVICES

Must be 18yrs of age.

Name: _____

Service requested at address: _____

Home/Cell Ph. _____

Is this new construction __yes __ no

Landlord/Owner (if renting) _____

Employment Status

Employer: _____ Spouse Employer: _____

Address: _____ Address: _____

Position: _____ Position: _____

Work Phone: _____ Work Phone: _____

References

Previous Address _____

Previous Utility _____

Service Activation

Date moving in _____ Deposit Info _____

In case emergency services are required, and we are unable to locate you, please list a friend or relative living nearest to you whom we could contact.

Name: _____ City: _____ Phone: _____

I (we) hereby apply for utility service for the premises listed above pursuant to the Rock Valley City Code. I acknowledge that all statements given above are honest and accurate to the best of my knowledge. I agree to pay for all bills for utilities provided to me by the City of Rock Valley. If I fail to pay bills on a timely basis, I understand that utility services may be discontinued. I understand that the deposit made with this application will be retained by the City of Rock Valley for 24 months or upon termination of my service if no notice of a delinquency has been sent, my deposit without interest will be refunded upon my timely request. I further understand a delinquent bill balance may result in the loss of my deposit. I agree to give prior notice to the City of Rock Valley of my intent to discontinue service and understand that I will not be allowed utility service at a new Rock Valley address if I have a delinquent balance at my previous Rock Valley address until the balance is paid in full.

Signature _____ Date _____

Signature _____ Date _____

Should you have questions about the deposit or some other aspect of utility service, please call City Hall at 712-476-5707. A copy of the utility's ordinances (operating rules) are available for inspection in our office. These rules are subject to change from time to time. Matters pertaining to rates are under the exclusive jurisdiction of the Rock Valley City Council.

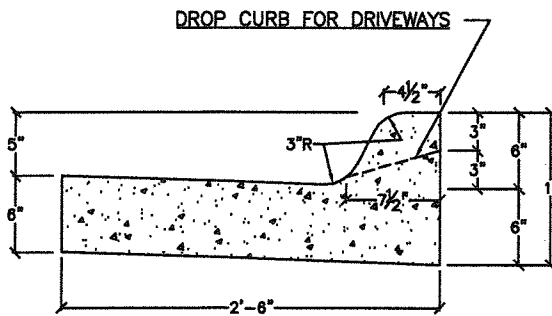
The following information is kept confidential and is not Public Record. To prevent Identity Theft a copy of a Government Issued Photo ID is REQUIRED and to be attached to this application.

Applicants

Social Security Number _____ DL Number _____ Date of Birth _____

Social Security Number _____ DL Number _____ Date of Birth _____

CURB AND GUTTER REPLACEMENT POLICY



ADJUST TO FIT EXISTING CURB
AND GUTTER EACH WAY

STANDARD CURB SECTION

Transverse Cuts to the Driveway:

No cuts shall be less than four feet from an existing joint.

Longitudinal Cuts to the Driveway:

Where the first joint is five feet or less from the back of the curb, all concrete will be removed to the first joint. Where the first joint is greater than five feet a new joint may be cut at 30 inches from the back of the curb.

Cuts:

All cuts must be made with a concrete saw.

Removal: Concrete to be removed shall first be broken with pneumatic jack hammer or sledge hammer. Jack hammer bits should not be inserted into joints thereby causing spalling to the remaining concrete street – concrete to be removed in such a manner as not to cause existing rebar to force up and cause spalling in the remaining street – using a hydraulic device to lift whole slabs, causing cracking or spalling to the remaining street will not be allowed.

Replacement: 3500 lb. concrete mix minimum for any concrete placed in an existing street and at the same thickness as the existing street. If the soil is disturbed, it must be recompacted before placing concrete.

Rebar Dowels: Dowels shall be one-half inch in diameter. A minimum of two dowels shall be placed in the transverse joints. Dowels shall be placed at four foot intervals on the longitudinal joints. Where there are no existing dowels (exposed during the removal process) the dowels shall be eighteen inches in length, so nine inches shall be in the existing remaining concrete and nine inches into the new concrete.

A one-half inch expansion joint the width of the driveway shall be placed between the curb and driveway recessed one-fourth inch. All joint shall be filled with a bitumen sealant.

Drop Curb for Driveways: The curb shall begin at the radius point of the curb and gutter and raise three inches to the back of the curb.

A representative of the City must inspect the curb and gutter replacement site prior to any concrete poured.

I HAVE READ THE ABOVE POLICY AND UNDERSTAND ITS CONTENTS. I UNDERSTAND THAT ANY DEVIATION FROM THIS POLICY MAY RESULT IN THE CITY OF ROCK VALLEY RECONSTRUCTING THE CURB AND GUTTER AT MY EXPENSE.

Date

Property Owner

ARTICLE X

C-1 – General Commercial District

Section 10: General Commercial District

- Section 10.1. Intent
- Section 10.2. Principal Permitted Uses
- Section 10.3. Special Exception Uses
- Section 10.4. Permitted Accessory Uses
- Section 10.5. Site Development Regulations
- Section 10.6. Open-air Sales, Display and Storage
- Section 10.7. Off-Street Parking and Loading Space
- Section 10.8. Sign Regulations
- Section 10.9. Zoning Permits Required

Section 10.1. Intent.

The intent of the General Commercial District is to provide for a commercial area consisting of a variety of retail stores and related activities to serve the general shopping needs of the trade area and to permit uses which will strengthen the central business district as the center of trade, commerce, services, governmental and cultural activities.

Section 10.2. PRINCIPAL PERMITTED USES.

Within the (C-1) General Commercial District, unless otherwise provided, no building or land shall be used for other than one or more of the following principal permitted uses:

Commercial Uses		Civic Uses
Administrative/Business Offices Automotive Rentals Automotive Repair Services Automotive Sales Automotive Washing Building Maintenance Services Business Support Services Cocktail Lounge Commercial Off-Street Parking Consumer Repair Services Convenience Store Construction Sales & Service Financial Services Food Sales Funeral Services	General Retail Sales Hospital Services Hotel-Motel Indoor Sports and Recreation Indoor Entertainment Laundry Services Liquor Sales Medical Clinics/Offices Personal Services Personal Improvement Services Pet Services Professional Offices Research Services Restaurant (Convenience) Restaurant (General) Retail Specialty Shop	Club or Lodge Cultural Services Day Care Center Government/Public Services Local Utility Services Maintenance/Service Facilities Park and Recreation Services Public Assembly Religious Assembly Safety Services
		Residential Uses
		Apartment Residential (only upper floors and/or above commercial uses)

Section 10.3. SPECIAL EXCEPTION USES.

The following uses and structures may be permitted in the (C-1) District subject to provisions of Articles XXIII and XXVII of this ordinance and with specific conditions and requirements subject to approval of the Board of Adjustment intended to make them compatible with and acceptable to adjacent uses.

Commercial Uses	Civic Uses
Agricultural Sales and Services Business or Trade School Communication Services Condominium Storage Convenience Storage Equipment Sales Equipment Repair Services Kennel, public Vehicle Storage Veterinary Services	Detention Facilities Pre-Kindergarten, Preschool or Nursery School Primary/Secondary Educational Facilities Convalescent Services Major Utility Facilities Transportation Terminal Treatment Services
	Industrial Uses
	Custom Manufacturing Limited Warehousing and Distribution

Section 10.4. PERMITTED ACCESSORY USES.

The following accessory uses and structures shall be permitted:

1. Essential Services
2. Private garages or carports
3. Temporary buildings for uses incidental to construction work, which buildings shall be removed upon the completion or abandonment of the construction work, and in compliance with Section 16.3.
4. Any other commercial use type that is not listed as a permitted use in the same district, and complies with all the following criteria.
 - a. Operated primarily for the convenience of employees, clients, or customers of the principal use.
 - b. Occupies less than 10 percent of the total floor area of the principal use.
 - c. Located and operated as an integral part of the principal use and does not comprise a separate business use or activity.
5. Accessory buildings and structures normally incidental and subordinate to the principal permitted uses or special exceptions, as permitted in Section 16.2.
6. Other necessary and customary uses and structures determined by the Zoning Administrator to be appropriate, incidental, and subordinate in size, use, and nature.

Section 10.5. SITE DEVELOPMENT REGULATIONS.

The following minimum requirements shall be provided for light and open space around permitted and special exception uses and structures in the (C-1) General Commercial District, and subject to modifications contained in Article XV – “Additional Yard, Area, and Height Requirements of the ordinance.”

Minimum Lot Area -	No minimum required
Minimum Lot Width -	50 feet minimum lot width except at entry points off cul-de-sacs.
Maximum Height -	45 feet maximum height
Front Yard -	No minimum required setback

- Side Yard - No minimum, except 5 feet minimum setback if a side yard is provided or abutting a residential district
- Rear Yard - No minimum, except 25 feet minimum setback if a rear yard is provided or abutting a residential district, dedicated alley or public street.

No minimum requirements for local utility facilities and essential services, except that buildings or other above ground structures or devices constructed in support of utilities or essential services must comply with minimum yard setback requirements.

Section 10.6. Open-air Sales, Display and Storage.

All open-air sales, display, and storage for automotive sales and equipment sales shall comply with the following minimum requirements:

1. The side and rear lot lines, when abutting residential properties, will be screened with a wall or fence with its surface at least fifty (50) percent solid and at least seven (7) feet in height. The fence shall not be required to extend beyond the front yard set back line;
2. All lighting or lighted facilities shall be arranged so that they do not focus or glare directly on adjacent residential properties, or public streets, thereby creating a traffic hazard;
3. No lighted flashing signs, or revolving beacon lights shall be permitted;
4. The open-air area shall be maintained to be reasonably free of weeds, debris, trash and other objectionable materials.

Section 10.7. Off-Street Parking and Loading Space.

Off-street parking and loading requirements shall be required for activities in the General Commercial District in accordance with the provisions of Article XVIII of this ordinance.

Section 10.8. Sign Regulations.

Sign regulations shall be required for activities in the General Commercial District in accordance with the provisions of Article XIX of the ordinance.

Section 10.9. Zoning Permits Required.

Zoning permits shall be required in accordance with the provisions of Section 24.3 of this ordinance.

City of Rock Valley

Building Information

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, or demolish a building, structure or fence shall first make application to the City and obtain the required permit.

General Construction Rules and Regulations

1. **Building permits.** All permits will be reviewed by the Zoning Officer and City Superintendent or their designees.
2. **Building Plans.** All building plans must include a drainage plan that details water will not be diverted onto adjoining properties.
3. **Site Maintenance.** At all times the site must be maintained in a neat and tidy manner during construction. All construction materials must be secured, as to prevent the materials from littering adjoining properties. The property owner is subject to a littering fine and will be required to reimburse the City for any clean-up cost.
4. **Public Right-of-Way.** The City of Rock Valley owns the right-of-way, however the property owner is responsible for maintaining the right of way.
5. **Trees .** No trees may be planted in the right-of-way.
6. **Fences.** Shall not be closer than 6” to any property line. Fences less than four (4) feet in height may be located on any part of the lot. Fences less than six (6) feet in height may be located in side or rear yards. Fences may be constructed from chain link, non-decomposing wood products, molded plastic or wrought iron. Fences are not permitted in the right-of-way.
7. **Footings.** Footings must be a minimum of 42” below the final grade for all slab construction. #4 or ½” rebar shall be the minimum grade for all rebar used in footings.
8. **Lawn Sprinklers.** All sprinkler systems must have a vacuum breaker. If sprinklers are installed in the right-of-way, the City will not pay for any damage to the sprinklers caused by snow removal or utility repairs made in the right-of-way.
9. **Mailboxes.** All mailboxes must conform to the USPS regulations. All mailboxes must be able to breakaway. Any masonry structure may not be tied to the footing.

Utility Rules and Regulations

1. **Sharing Utilities.** The City does not permit the sharing of utilities between two properties. All service lines must be connected directly to the main, except for apartments.
2. **Water Mains.** The City of Rock Valley maintains the water mains and water service up to the curb stop. Property owners maintain the line from the curb stop to the building receiving service.
3. **Water Connection.** All new services shall pay \$350.00 to connect to the City’s water system.
4. **Water Meters.** The meter must be purchased from the City, however the owner will need to have a plumber install the meter at the owner’s cost. The City will inspect the meter and install the outside reader at the City’s cost. Valves must be placed on both sides of the water meter.
5. **Sewer Mains.** The City of Rock Valley maintains the sewer main. Property owners maintain the line from the sewer main to the building receiving service.
6. **Sewer Pipes.** All sewer pipes located in the right-of-way must have a schedule 40 rating or higher.
7. **Sewer Connection Fee.** All new connections shall pay \$75.00 to connect to the City’s sewer system.

Home Construction

1. **Emergency escape and rescue required.** Basements with habitable space and every sleeping room shall have at least one openable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement. The emergency escape shall have a sill height of not more than 44 inches above the floor and have a minimum net clear opening of 5.7 square feet.

2. **Basement Footings.** All exterior walls shall be supported on continuous solid or fully grouted masonry, concrete footings, or other approved structural systems. The footings shall be at least 8" thick and 16" wide with two #4 or ½" rebar continuously connected.
3. **Electrical Regulations.** All homes shall be wired in accordance with the ICC Electrical Code. The City reserves the right to randomly inspect the electrical system. The inspection will be completed by a licensed electrician and the property owner will be responsible for the inspection costs.
4. **Plumbing Regulations.** All homes shall be plumbed in accordance with the ICC Plumbing Code. The City reserves the right to randomly inspect the plumbing system. The inspection will be completed by a licensed plumber and the property owner will be responsible for the inspection costs.
5. **Fire Blocking.** Fire rated sheet rock 5/8" thick or thicker must be installed between the garage and the house.
6. **Sump pumps and drainage tile.** Under no circumstances may a sump pump or drainage tile be connected to the sanitary sewer.
7. **Pole Buildings.** No pole building construction will be allowed in areas zoned for residential purposes.
8. **Driveways.** Driveways shall have a minimum depth of 4 ". Concrete mixture shall be a minimum of 3,500 pounds.
9. **Basement Floors.** The basement floor shall have a minimum depth of 3 ½". Concrete mixture shall be a minimum of 3,500 pounds.

Commercial and Industrial Construction

All Commercial and Industrial construction must comply with the following building codes.

- Uniform Building Code, UBC (1994)
- National Electrical Code, NEC (1996)
- Uniform Mechanical Code, UMC (1994)
- Uniform Plumbing Code, UPC (1994)*
- Model Energy Code, MEC (1992)

AUTHORITY TO ENFORCE ZONING REQUIREMENTS

The zoning administrator is hereby authorized and directed to enforce the provisions of these requirements by the Rock Valley City Council. The Rock Valley City Council shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions.

The zoning administrator is authorized to make any required inspections or have the authority to accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual.

Right of entry. Where it is necessary to make an inspection to enforce the provisions of the building permit requirements, or where the zoning administrator has reasonable cause to believe that there exists in a structure or upon a premises a condition which is contrary to or in violation of the City Code which makes the structure or premises unsafe, dangerous or hazardous, the building official or designee is authorized to enter the structure or premises at reasonable times to inspect or to perform the duties imposed by the City Code, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested. If such structure or premises be unoccupied, the zoning administrator shall first make a reasonable effort to locate the owner or other person having charge or control of the structure or premises and request entry. If entry is refused, the building official shall have recourse to the remedies provided by law to secure entry.

VIOLATIONS

Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of these building permit requirements.

Notice of violation. The zoning administrator is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this code, or in violation of a detail statement or a plan approved thereunder, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

Prosecution of violation. If the notice of violation is not complied with in the time prescribed by such notice, the zoning administrator is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this code or of the order or direction made pursuant thereto.

Violation penalties. Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the building official, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

STOP WORK ORDER

Notice to owner. Upon notice from the zoning administrator that work on any building or structure is being prosecuted contrary to the provisions of this code or in an unsafe and dangerous manner, such work shall be immediately stopped. The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to the person doing the work; and shall state the conditions under which work will be permitted to resume.

I have read and reviewed the City of Rock Valley' Building Permit Package and I agree to conform to the rules specified in this document.

I understand that I must notify the City of any changes to the plans that were approved by the building official.

I further certify that the above information is true and accurate and that the above construction project will comply with the Zoning Ordinances and the requirements in the Building Permit Package.

Signed: _____
Applicant

Signed: _____
Zoning Administrator

Building Permit Approved: _____

Paid: _____



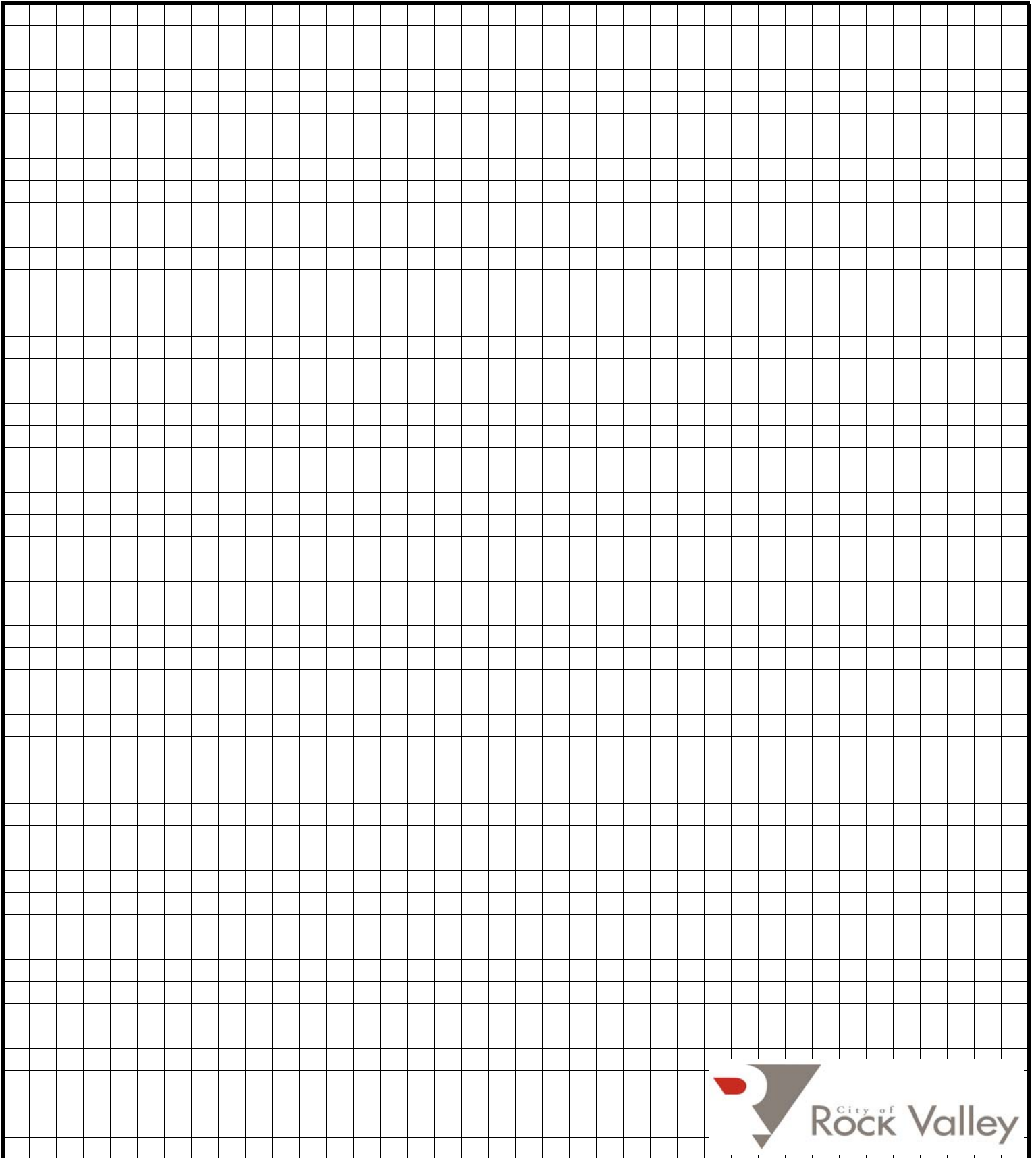
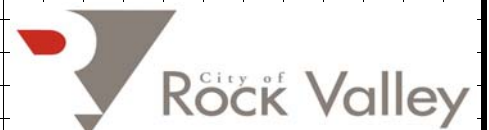
City of Rock Valley

Site Plan Drawing

Name: _____

Address: _____

Phone: _____

A large grid area for drawing a site plan, consisting of a 30x30 grid of small squares. The grid is enclosed in a thick black border.

City of Rock Valley

Residential Monthly Utility Rates

Water	First 1,000 Gallons	\$15.00 + \$1.05 Tax
	Each Additional 1,000 Gallons	\$2.25
Water Project	Flat Rate	\$10.00
Sewer	Flat Rate	\$25.00
Sewer Project Fee	Flat Rate	\$15.00
Garbage	48 Gallon Container	\$13.00
	48 Gallon Container (Senior Citizen Rate)	\$12.00
	96 Gallon Container	\$20.00
	Apartment Rate	\$11.00

Minimum household monthly utility bill for water, sewer and garbage is low as \$79.05 per month.

Garbage/Recycling Information:

You will be issued a City owned garbage container and a recycling container. You will have a choice between a 48 gallon or 96 gallon container garbage container and you will receive a 96 gallon recycling container (unless you are a senior citizen and request a 48 gallon container).

You may purchase a City garbage bag to place garbage that won't fit in your container for \$3.00 per bag. The garbage bag must be placed on top of the garbage container when you place your container at the curb.

Solid Waste Schedule:

Tuesday - Is garbage day for all residential properties east of Main Street.

Wednesday - Is garbage day for all residential properties west of Main Street.

Thursday - The 1st and 3rd Thursday of the month is recycling day for all residential properties east of Main Street. The 2nd and 4th Thursday of the month is recycling day for all residential properties east of Main Street.

Utilities Companies in Rock Valley

Water, Sewer & Garbage Utilities



Phone: (712) 476-5707
Address: 1507 Main Street, Rock Valley, IA 51247
Email: utilities@cityofrockvalley.com
Website: www.cityofrockvalley.com

Electric & Natural Gas Utilities



Phone: (888) 427-5632
Address: PO Box 657, Des Moines, IA 50306
Website: www.midamericanenergy.com/

Telephone & Internet (DSL) Utilities



Phone: (866) 442-5679
Address: PO Box 3248, Mankato, MN 56002-3248
Website: www.hickorytech.com

Telephone, Internet (Cable Modem) & Cable Television Utilities



Phone: (800) 741-8351
Address: 339 1st Ave NE, Sioux Center, IA 51250
Website: www.mypremieronline.com

Electric Utility (limited service area in Rock Valley)



Phone: (800) 766-2099
Address: PO Box 435, Orange City, IA 51041
Email: nwrec@nwrec.coop
Website: www.nwrec.com

Water Utility (limited service area in Rock Valley)



**Rock Valley
Rural Water District**

Phone: (712) 476-5246
Address: 719 Main Street, Rock Valley, IA 51247

CALL BEFORE YOU DIG



Iowa One Call is a free service

- Dial 811 or 800-292-8989

Notification must be made at least 48 hours prior to excavation. (excluding Saturdays, Sundays and legal holidays.)