



Dubuque Screw Products,
Industrial Center West



DEVELOPER'S GUIDE

THE CITY OF
DUBUQUE
Masterpiece on the Mississippi



The Estates of Dubuque



Dupaco Operations Center,
Historic Millwork District

Why Dubuque?

A Thriving, All-America City

In 2024, Dubuque was named the Iowa Community of Character by the Robert D. and Billie Ray Center at Drake University. The Ray Center annually recognizes Iowa individuals, organizations, and communities that show the center's six pillars of Character Counts®: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. Dubuque was described as "an inspiring example of how communities can work together to promote positive values and make a meaningful impact on the lives of all their residents." Dubuque was also included in the inaugural group of Iowa Thriving Communities, a new program from the Iowa Finance Authority (IFA) and Iowa Economic Development Authority (IEDA). The program recognizes cities around the state that utilize innovative solutions to enhance their housing offerings to residents of all income levels. Dubuque has been named an All-America City by the National Civic League five times in just 12 years. This award celebrates the best in local innovation, civic engagement, and cross-sector collaboration.

Outdoor Recreation

From parks to trails, golf to skiing, swimming to tennis, boating to hunting, and much more, Dubuque offers a wide array of outdoor recreational opportunities for all seasons. The City of Dubuque maintains over 1,200 acres of parkland and a comprehensive 53-mile bike/hike trail system. The Field of Dreams Movie Site, located approximately 20 miles from Dubuque near Dyersville, welcomes thousands of visitors and hundreds of youth baseball teams each year.

Arts and Culture

Art on the River, the Julien Dubuque International Film Festival, the Dubuque Museum of Art, the Dubuque Symphony Orchestra, 50+ large-scale outdoor murals, and annual events like the Winter Arts Snow Sculpting Festival...the abundance of arts and cultural offerings available across Dubuque community are varied, dynamic, and accessible. The nonprofit arts and culture industry in Dubuque generates \$70.4 million in annual economic activity, supporting 1,527 full-time equivalent jobs and generating over \$40 million in household income to local residents, according to the 2023 Arts & Economic Prosperity VI national economic impact study.

A Great Place to Grow

Dubuque is a great place to grow your business and your family. It is home to three private, liberal arts colleges offering a wide variety of undergraduate and graduate degree programs, a community college with diverse certificate and degree programs, and a Bible college. The Tri-State Area features an additional state university and two more community colleges for a total of 18,000 college students.

Nearly 3 million people live within 100 miles of Dubuque and over 58 million live within 500 miles. The Greater Dubuque region commands a central North American location in the heart of the Midwest, a convenient distance from major urban areas and large consumer markets. Its many transit and shipping options include four-lane connections, rail service, local and regional commercial airports, and Mississippi River barge harbor service. Our location makes it easy to get your product to market.

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BEGINNING THE DEVELOPMENT PROCESS

The City of Dubuque is committed to supporting new developments and projects, and private investments in properties and the community.

The City has development regulations to promote a sound, safe, healthy, and desirable community; to encourage good development and support the conscientious developer; and to protect existing property values and uses while providing for future generations.

Depending upon the nature of your project, you may be assisted and supported by staff from several City departments throughout the development/building process. Please use the table below to determine where to start. Contact information for the listed departments can be found on pages 14 and 15.

Project	Inspection & Construction Services	Planning Services	Engineering	Water	Fire
Additions/Expansions	X	O			O
Building Plan Review	X	O	O	O	O
Change of Use	O	X			O
Contractor's Licenses	X				
Curb Cuts & Sidewalks			X		
Deconstructions/Moving	X	O	O	O	O
Electrical/Wiring	X				
Exterior Alterations	X	O			
Grading/Excavation			X		
HVAC/Refrigeration	X				
Interior Remodeling	X				
Landscaping	O	X	O		
New Construction	X	O	O	O	
Parking Lots	O	X	O		
Plumbing	X				
Sanitary Sewer Connection/Extension	O		X		
Signs	X	O	O		
Site Plan Review	O	X	O	O	O
Subdivisions/Lot Splits	O	X	O		O
Water Hook-Ups/Extensions	O			X	
Zoning Procedures		X			

X = Starting Point

O = Additional Review



PLANNING SERVICES

The Planning Services Department facilitates review and approval of site plans and subdivisions for projects that include residential, office, commercial, institutional, and industrial developments while meeting community goals through an open, transparent process.

The Planning Services Department concentrates on three major activities: [City Planning](#), [Development Services](#), and [Historic Preservation](#).

Programs provided by the Planning Services Department include:

- Community Planning
- Development Site Planning & Review
- Historic Preservation
- Land Use Regulation
- Zoning Enforcement

The department also facilitates weekly meetings of the interdepartmental Development Review Team. Development approval can take as little as seven days with this team meeting with owners, developers, engineers, architects, and design professionals to review proposals in the context of all relevant City Codes.

[View a handout on the Development Review Process.](#)

Site Plan Resources:

- [Major Site Plan Review Procedures](#)
- [Minor Site Plan Review Procedures](#)
- [Simple Site Plan Review Procedures](#)

Developments in Dubuque must adhere to the [Unified Development Code](#), which regulates zoning, subdivisions, signs, site development, and historic preservation. Developments are also subject to additional city, state, and federal regulations.

The Planning Services Department provides professional development planning services to the City Council and Zoning Advisory Commission for:

- [Rezonings](#)
- [Planned Unit Developments](#)
- [Major Subdivision Review Procedures](#)
- [Minor Subdivision Review Procedures](#)
- [Simple Lot Split – Lot Consolidation Plat](#)
- [Zoning and Subdivision Text Amendments](#)
- [Interactive Zoning Map](#)

The Planning Services Department also provides professional development planning services to the Zoning Board of Adjustment for:

- [Variances](#)
- [Conditional Uses](#)
- [Special Exceptions](#)
- [Appeals](#)

INSPECTION & CONSTRUCTION SERVICES

Contact the City of Dubuque's Inspection & Construction Services Division for the development functions listed on this page.



South Pointe Townhomes

- [Permit Applications](#)
Receiving and processing permit applications for building, mechanical, plumbing, electrical, de-construction, geothermal, solar, signs, storage trailers/containers, and more.
- [Plan Review](#)
Coordinating with other City departments to provide a comprehensive plan review, ensuring all work is code compliant prior to issuing permits to avoid costly change orders or work delays during the project.
- [Inspections](#)
Staff performs field inspections throughout the project and assists in answering questions or solving problems to ensure project meets all applicable City codes upon completion.
- [Certificate of Occupancy](#)
Issuance of a Certificate of Occupancy or letter of completion after final inspections are completed.
- [Contractor Licensing](#)
Administering licenses for the following: sign contractors, solar thermal contractors, electrical/industrial maintenance.
- [ADA Compliance](#)
Reviewing plans for compliance with Americans with Disabilities Act (ADA) and accessibility codes.
- [Design Review Team Meetings](#)
Multiple City departments meet weekly with developers, business owners, architects, engineers, and others during the preliminary planning stages of a project or development to support, advise, and review project plans.

PERMITS

What Work Requires a Permit?

The City of Dubuque Inspection & Construction Services Division issues permits for building, plumbing, mechanical, and electrical work being performed.

All construction activities, from initial site grading to interior improvements, alterations, and most repairs, require a permit unless the work is specifically exempted by the building, mechanical, electrical, or plumbing codes.

Certain building, electrical, gas, mechanical, and plumbing work may be performed without a permit. If your project does not appear on [this list of exempt work](#), assume that a building permit is required.

NOTE: Although some work is exempt from requiring a permit from Inspection & Construction Services, it may be subject to other city regulations. Contact Inspection & Construction Services to determine if any other permits or technical review is required.

Even if a permit is not required, the exempt construction/work must be code compliant. For example, re-striping a commercial parking lot is exempt from a building permit, however, the striping must conform to building code standards for accessibility and zoning standards for parking lot design. Failure to comply with code requirements may constitute a violation.



PERMITS

Building Permits

The City of Dubuque Inspection & Construction Services Division issues building permits for commercial and residential projects. Our building inspectors review construction plans and documents to verify work meets minimum code requirements prior to the issuance of the permit. Our inspectors will perform field inspections throughout your project to ensure work is being done according to the submitted application and plans. Upon completion of a project, our inspectors will issue a letter of completion or certificate of occupancy.

[Commercial Building Permit Application](#)

[Residential Building Permit Application](#)

Plumbing Permits are issued for plumbing work for new construction, alterations, and repairs to residential and commercial properties. The plumbing inspector provides assistance during the initial application process, plan review stage, and performs field inspections until final inspection is complete ensuring work meets minimum code requirements.

[Plumbing Permit Application](#)

Mechanical Permits are issued for heating ventilation and air conditioning (HVAC) work and equipment installations. The mechanical inspector provides assistance during the initial application process, plan review stage, and performs field inspections until final inspection is complete ensuring work meets minimum code requirements.

[Mechanical Permit Application](#)

Electrical Permits are issued for all interior and exterior electrical work. The electrical inspector provides assistance during the initial application process, plan review stage, and continues with field inspection until final inspection is complete ensuring work meets minimum code requirements.

[Electrical Permit Application](#)

Deconstruction Permits or Moving a Building: Inspection & Construction Services issues deconstruction permits and permits to relocate or move a structure.

Permits are required to:

- Deconstruct a building or portion thereof
- Deconstruct accessory structures (garage, green house, shed, etc.) exceeding 200 square feet or that is identified on the city assessor's records for the property;
- Move a building from one location to another across private or public property.

[Deconstruction Permit Application](#)

Sign Permits are issued for both temporary and permanent signs. The Inspection & Construction Services Division works with the Planning and Zoning Department throughout the Plan Review process for all sign applications.

[Sign Permit Application](#)

PERMITS

Residential and Commercial Building Permit Process

To initiate the building permit process, submit a completed permit application for review, along with one set of plans and documents to the [Inspection & Construction Services](#) office. Plans should be submitted electronically in PDF file. Permit applications must be completely filled out and signed by the applicant.

Plans should include:

- Footing and Foundation materials and sizes
- Structural framing materials, spacing, spans, and sizes
- Room labels
- Door and window locations and sizes

A site plan is required for all proposed new structures or tear-down and replacement of existing structures. The site plan must contain:

- Lot dimensions per side of lot
- Total square footage of lot
- Size of all existing structures and proposed new structures
- Distances from structures to lot lines
- Total height of the proposed new structure from the ground to the peak of the roof
- Location identification, and dimensions all non-permeable surfaces such as concrete driveways and sidewalks
- Location of the street in regards to the structure

When completing the permit application:

Total Construction Value includes all associated costs of the project for labor and materials, both interior and exterior, including work not requiring a permit. Include all HVAC, plumbing, electrical, grading, exterior concrete work of sidewalks and driveways, fencing, landscaping, painting, cabinets and counters, and all general contractor costs. Total construction value is used to create monthly reports on the local building economy, which helps determine the type and average cost homes being constructed in our community.

Value of Work to be Permitted is Total Construction Value minus electrical, plumbing, HVAC, carpeting, painting, cabinets and counters, sidewalks, driveways, grading, fences less than seven feet high, and retaining walls less than four feet high.

Applications must be submitted with an electronic copy of the construction plans for all proposed new structures, new interior walls or removal of existing interior walls, and major interior renovations or alterations.

Permit applicants will be notified upon completion of the plan review process and provided a copy of:

- The reviewed construction plans with any notes,
- A plan review letter,
- Total cost of the permit.

Applicants must pay the full balance due for the permit prior to issuance of the permit and work starting.

Upon issuance of the permit, work must commence within 180 days or the permit will expire and no longer be valid.

All work must be done within 365 days from the time of permit issuance unless otherwise requested at the time of issuance and approved by the Inspection & Construction Services Department.

[**Upload Building and Site Plans**](#)

WATER MAINS/METERS INFORMATION

Signing Up for Water Service

Residential and business customers who have not previously had City of Dubuque utilities in their name need to complete an [Application for Utility Service](#) and provide identification. Customers who have had service in the last three years may contact Utility Billing by [email](#) or phone at 563.589.4144 to have service initiated. All prior accounts must be paid in full before a new account can be established.

Water Meters

Water meters record water usage, and sewer usage is calculated based upon that water usage. Charges for all services are billed to the account holder on a monthly basis. Water meters are usually located in the basement or a utility room. City code requires that "all meters shall be installed horizontally between one foot (1') and four feet (4') above the basement floor.

Water meters must be installed by a licensed plumber. Meters are purchased at the Water Distribution office located at the Municipal Services Center. Connection and tapping fees are also paid at the Water Distribution Office. Prior to purchasing a water meter, a [plumbing permit](#) must be obtained from Inspection & Construction Services at the Historic Federal Building. The City of Dubuque takes care of all water meter maintenance. Property owners are responsible for [protecting their meter from freezing temperatures](#) and ensuring it is clean, dry, and is accessible at all times.

In order to best serve you, provide at least 24 hours notice before purchasing a meter or connecting to City water. Call 563.589.4291 or email metertap@cityofdubuque.org.

[Water Meter Prices](#)

[Tap Fee Rates](#)

Water Main Installations

All new water main installations must have a minimum pipe size of eight inches in diameter, except for hydrant branches, which must have a minimum pipe size of six inches in diameter. Use of four inch and six-inch diameter water man shall not be allowed, except to repair existing four inch or six inch mains or private service lines.

All water main designs must include the required Iowa Department of Natural Resources investigation of potential soil and groundwater contamination from leaking underground storage tanks within 500 feet of the proposed water main construction and the appropriate selection of pipe and gasket materials to prevent permeation.

Additional regulations can be found on the [Resources for Contractors, Engineers, and Developers](#) page of the City of Dubuque's website.

WATER MAINS/METERS INFORMATION

Stormwater Management Utility

The Stormwater Management Utility is a unit within the City that manages stormwater through public right-of-way (ROW) and city property. Like water, wastewater, solid waste, and electric utilities, the Stormwater Management Utility generates its revenue solely through a user fee. All fees collected for the stormwater management utility can only be used for stormwater management activities such as the construction, maintenance, and operation of the public stormwater management system.

All fees are based on the measurement of a property's impervious ground coverage. By ordinance, impervious area means the number of square feet of hard-surfaced areas which either prevent or hold back water's entry into soil mantle as it would enter under natural conditions, or cause water to run off the surface in greater quantities or at an increased rate compared to natural conditions as undeveloped property. This can include, but is not limited to, roofs, roof extensions, patios, porches, driveways, sidewalks, concrete/asphalt pavement, gravel surfaces, and athletic courts.

There are over 20,000 properties within the Dubuque city limits. Over 15,000 of them are residential properties. Instead of utilizing the user fee to measure individual residential properties, the City used a statistical average. Eighty-five percent (85%) of all single-family homes are charged one billing unit called a Single Family Unit (SFU). The current rate is \$8.85 per SFU. For non-residential properties, aerial photography and development plans are used to measure the impervious area. For every 2,917 square feet of impervious area, a non-residential property is charged one SFU.



Roosevelt Street Water Tower

PROGRAMS & INCENTIVES

The City of Dubuque offers a variety of resources to commercial property owners, rental property owners, and homeowners. Most programs are separated into three categories: Commercial Property Incentive Programs, Rental Property Incentive Programs, and Homeowner Incentive Programs.

Commercial Property Incentive Programs

- [Downtown Housing Incentive](#)
- [Façade Grant](#)
- [Financial Consultant Grant](#)
- [Historic Preservation Revolving Loan Fund Program](#)
- [Planning and Design Grant](#)
- [Tax Increment Financing \(TIF\)](#)
- [Urban Revitalization Program \(Tax Abatement\)](#)

Rental Property Incentive Programs

- [Downtown Housing Incentive](#)
- [Façade Grant](#)
- [Financial Consultant Grant](#)
- [Healthy Homes Program](#)
- [Historic Preservation Revolving Loan Fund Program](#)
- [Planning and Design Grant](#)
- [Urban Revitalization Program \(Tax Abatement\)](#)

Homeowner Incentive Programs

- [First Time Homebuyer Loan Program](#)
- [Healthy Homes Program](#)
- [Historic Preservation Revolving Loan Fund Program](#)
- [Homebuyer Loan Program](#)
- [Homeowner Rehabilitation Loan Program](#)
- [Urban Revitalization Program \(Tax Abatement\)](#)

There are also state and federal incentive programs, which can be combined with local programs to help make the most of resources.

State Incentive Programs

The [Iowa Economic Development Authority](#) administers several programs to assist individuals, communities, and businesses in business and community development.

The [Iowa Finance Authority](#) administers programs that provide affordable financing resources for individuals and their goals, from mortgage or down payment assistance and rental programs that provide affordable homes, to low-cost funds for drinking water, help for beginning farmers, and more. [Housing Tax Credit Program \(2023 timeline\)](#)

The [State Historical Society of Iowa](#) administers programs that help preserve and bring new life to Iowa's historic properties.

Federal Incentive Programs

The [U.S. Environmental Protection Agency \(EPA\)](#) administers programs that offer support to projects that protect and better human health and the environment.

The [U.S. Department of Housing and Urban Development \(HUD\)](#) administers programs that offer support to projects that create strong, sustainable, inclusive communities and quality affordable homes for all.

The [U.S. Department of Commerce](#) administers programs that offer support to projects that create the conditions for economic growth and opportunity.

DEVELOPMENT PARTNERS

Dubuque is open for business! The City of Dubuque's Economic Development Department encourages you to investigate all that these partners can offer for your business, from finding the perfect location to putting together a financing package to help make your project successful.

Greater Dubuque Development Corporation

The Greater Dubuque Development Corporation maintains listings of properties for sale or lease and offers personalized support to new and existing businesses. They aid in developing state and local incentive packages to support employers. GDDC also delivers a range of newcomer services, facilitates workforce development initiatives, and oversees AccessDubuqueJobs.com, the premier local job board and recruitment platform, in collaboration with TH Media. Visit their [website](#).

Dubuque Area Chamber of Commerce

The Dubuque Area Chamber of Commerce is a 5,000+ member organization devoted to building member success by supporting job creation and economic development policies that foster a positive business climate. The Chamber strengthens the local economy by representing business interests to state and federal legislators, investing in the development of future leadership, and more. Visit their [website](#).

Dubuque Main Street

Dubuque Main Street maintains a directory of downtown properties available for lease or sale, can connect interested developers to resources for historic preservation work, while producing and promoting a host of events and services which add to the quality of life in downtown Dubuque. Visit their [website](#).

ECIA Business Growth

East Central Iowa Intergovernmental Association (ECIA) Business Growth program operates business loans including the Small Business Administration (SBA) 504 Program and several Revolving Loan Funds. Each loan program has different requirements. Details and downloadable brochures are available through ECIA's website, www.ecia.org.

Iowa Economic Development Authority

The Iowa Economic Development Authority's (IEDA) mission is to strengthen economic and community vitality by building partnerships and leveraging resources to make Iowa the choice for people and business. IEDA administers several state and federal programs to meet its goals of assisting individuals, communities and businesses. Learn more at www.IowaEDA.com.

Small Business Development Center

Northeast Iowa Community College's Small Business Development Center (SBDC) provides free, confidential, customized business advice to existing businesses and start-ups in the Dubuque area. They present affordable workshops which teach practical skills, conduct research, provide comprehensive information services, and offer access to subject matter experts in a variety of fields. This organization is the only nationally-accredited entrepreneurial development program in Iowa. They are an accredited affiliate of [America's SBDC](#), the national Small Business Development Center program. Visit their [website](#).

UTILITY PROVIDER POINTS OF CONTACT

Additional contacts that can help assist you and answer your questions, but are not a part of the City of Dubuque organizational structure include:

Alliant Energy – Electricity Utility
1031 Iowa Street
800.255.4268
www.AlliantEnergy.com

Black Hills Energy – Natural Gas Utility
1015 Cedar Cross Road
563.585.4035
www.BlackHillsEnergy.com

CenturyLink – Internet Provider
2262 Cherbourg Court
563.663.3043
www.CenturyLink.com

Comelec Services – Satellite Internet Provider
4190 Pennsylvania Avenue
563.556.6525
www.ComelecInternet.com

ImOn – Internet Provider
300 Main Street
563.239.9111
www.ImOn.net

Maquoketa Valley Electrical Cooperative – Rural
Electricity Utility
109 N. Huber Street
Anamosa, IA 52205
800.927.6068
www.MVEC.coop

Mediacom – Internet Provider
2845 Plaza Way
Dubuque, IA 52002
855.633.4226
MediacomCable.com

Approving Bodies & Schedules

Dubuque City Council

Regular meetings are generally held on the first and third Monday of each month at 6:30 p.m. on the second floor of the Historic Federal Building, 350 W. Sixth St., with the exception of City holidays.

Zoning Advisory Commission

Meetings are held on the first Wednesday of each month.

Zoning Board of Adjustment

Meetings are held on the fourth Thursday of each month.

Key Departments & Contacts

PS

PLANNING SERVICES DEPARTMENT

www.cityofdubuque.org/Planning

The Planning Services Department concentrates on three major activities: City Planning, Development Services, and Historic Preservation.

Services provided by the Planning Services Department include:

- Community planning
- Development site planning and review
- Historic preservation
- Land use regulation
- Zoning enforcement

The Planning Services Department is the first point of contact for projects involving rezonings, planned unit developments, and subdivision reviews. Staff can also provide assistance and clarity regarding zoning issues including variances, conditional uses, special exceptions, and appeals.

Key Contact: Wally Wernimont, Planning Services Director

Phone: 563.589.4210

Address: City Hall (Second Floor), 50 West 13th Street

Email: Planning@cityofdubuque.org

ICS

INSPECTION & CONSTRUCTION SERVICES

www.cityofdubuque.org/ICS

Inspection & Construction Services, a division of the City of Dubuque's Housing and Community Development Department, provides key services for developers including, but not limited to:

- Permit applications
- Plan reviews
- Design reviews
- Inspections
- Contractor licensing

Key Contact: Mike Belmont, Code Official

Phone: 563.589.4150

Address: Historic Federal Building, 350 West 6th Street, Ste. 312

Email: Housing@cityofdubuque.org

ED

ENGINEERING DEPARTMENT

www.cityofdubuque.org/Engineering

Functions of the Engineering Department that support development projects include:

- Site plan and subdivision development review
- Sanitary sewer construction and rehabilitation
- Stormwater management

Key Contact: Gus Psihoyos, City Engineer

Phone: 563.589.4270

Address: City Hall (Second Floor), 50 West 13th Street

Email: Engineer@cityofdubuque.org

Key Departments & Contacts

WD

WATER DEPARTMENT

www.cityofdubuque.org/Water

The Dubuque Water Department is dedicated to producing and delivering drinking water that is in compliance with all state and federal drinking water standards. The department serves businesses by selling water meters, regulating water main installations, and providing water utility service.

Key Contact: Christopher Lester, Water Department Director

Phone: 563.589.4291

Address: Eagle Point Water Treatment Plant, 1902 Hawthorne Street

Email: WtrDept@cityofdubuque.org

FD

FIRE DEPARTMENT

www.cityofdubuque.org/Fire

The Dubuque Fire Department is a progressive ISO class 2 Fire/EMS department. The Fire Marshal is responsible for fire code enforcement, investigations, and issuing permits. They also participate in the development plan review process.

Key Contact: Derek Paulson, Assistant Fire Marshal

Phone: 563.589.4195

Address: Fire Headquarters, 11 West 9th Street

Email: Fire@cityofdubuque.org

HCD

HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

www.cityofdubuque.org/Housing

The Housing and Community Development Department has numerous programs to help meet the housing needs in our community through urban revitalization (tax abatement), home improvement programs, homebuyer programs, and rental assistance.

Key Contact: Housing & Community Development Director

Phone: 563.589.4230

Address: Historic Federal Building, 350 West 6th Street, Ste. 312

Email: Housing@cityofdubuque.org

ED

ECONOMIC DEVELOPMENT

www.cityofdubuque.org/EconDev

The City of Dubuque's Economic Development Department employs a collaborative model to help businesses maximize their resources. The department works with businesses to explore local loans, grants, and tax-rebate opportunities in combination with state and federal programs to develop comprehensive incentive packages.

Key Contact: Jill Connors, Economic Development Director

Phone: 563.564.5686

Address: Currently conducting in-person business by appointment only

Email: EconDev@cityofdubuque.org



THE CITY OF 
DUBUQUE
Masterpiece on the Mississippi

[www.cityofdubuque.org/
Developers](http://www.cityofdubuque.org/Developers)