



Permit Application And Building Guide

Pottawattamie County
Planning & Development Department
Building & Safety Division

Non-Commercial Pole Structures

How to Use This Packet

- Fill out the enclosed permit application.
- Provide two (2) sets of plans (minimum 11"x17" paper size), OR
- Complete the enclosed Building Guide by filing in the blanks and indicating which construction details will be used
- Provide a floor plan and elevation
- Provide a site plan
- Fill out the Permit Valuation Worksheet

The majority of permit applications are processed with little delay, within 7 – 10 working days. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.

INCOMPLETE PLANS AND/OR APPLICATIONS WILL NOT BE ACCEPTED



This handout was developed by the Pottawattamie County, Iowa, Building & Safety Division as a basic Plan Submittal under the 2009 IRC to help in questions that may arise in the application process. It is not intended to cover all circumstances or Code related issues as they pertain to individual projects.

POTTAWATTAMIE COUNTY, IOWA NON-COMMERCIAL POLE STRUCTURE PERMIT APPLICATION

WHEN PERMITS ARE READY		<input type="checkbox"/> Mail them <input type="checkbox"/> Call me <input type="checkbox"/> Call the builder <input type="checkbox"/> Email me <input type="checkbox"/> Email the builder			
PROPERTY OWNER	Name				
	Mailing Address	Street			City, State, Zip
	Contact Information	Email			Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>
<input checked="" type="checkbox"/> Best Way to Contact					
APPLICANT <small>(if other than property owner)</small>	Name				
	Mailing Address	Street			City, St, Zip
	Contact Information	Email			Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>
<input checked="" type="checkbox"/> Best Way to Contact					
PROPERTY INFORMATION	Job Site Address	<input type="checkbox"/> Same as above #1 <input type="checkbox"/> To be assigned by Planning Dept.			
	Civil Township				
	Legal Description	<input type="checkbox"/> Per Attachment			
	Parcel Number				
	Airport Hazard Zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, subject to provisions of the Airport Hazard Zone Regulations.	
	Zoning District	<input type="checkbox"/> A-1 <input type="checkbox"/> A-2 <input type="checkbox"/> A-3 <input type="checkbox"/> A-4 <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5			
	Floodplain Development	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, subject to Flood Plain Regulations. See separate Flood Plain Development Permit Application.	
BUILDER <small>(if other than property owners)</small>	Name			State Registration#	
	Mailing Address	Street			City, State, Zip
	Contact Information	Email			Work # <input type="checkbox"/> Cellular <input type="checkbox"/>
<input checked="" type="checkbox"/> Best Way to Contact					
LICENSED IOWA CONTRACTORS	Electrical Contractor			State License#	
	Plumbing Contractor			State License#	
	Mechanical Contractor			State License#	
IMPROVEMENTS DESCRIPTION	Proposed Construction Description	Example: Construction 42' x 46' pole storage building			
	Valuation Estimate (From Valuation Calculation Form)				
	Use of Structure	<input type="checkbox"/> Agricultural-Animals change setback requirements <input type="checkbox"/> Residential For Commercial or Industrial use Form #102.			
	Interior Improvements for Accessory Structures	Will the interior of this building be improved, either now or in the immediate future, with <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Interior Walls <input type="checkbox"/> Finish the interior side of the exterior walls <input type="checkbox"/> Other _____ If any of the proceeding improvements are checked, improvements must be shown on plans. <input type="checkbox"/> No interior improvements planned now or in the immediate future. If done in the future, permits are required.			
	Business Use:	Will any business activity take place in this structure or on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, consult with the Planning Department before continuing to complete this application.			
BULK ZONING STANDARDS	STANDARDS	ACCESSORY STRUCTURE			*The front yard and street side setback minimums are measured from the road right-of-way, not from the center of the road and not from the edge of the gravel or pavement. **Detached accessory building may be located in the rear yard and shall occupy not more than 30% percent of the required rear yard; provided however, that this regulation shall not be interpreted as to prohibit the construction of a 440 square foot private garage on a minimum rear yard. Such buildings erected in a rear yard shall not be located closer than 4' to rear or side property line and on corner lots shall also comply with the setback requirements for side street yards as specified in Section 8.004.050. IN THE EVENT NO PRINCIPAL STRUCTURE IS LOCATED ON THE PROPERTY SAID STRUCTURE SHALL NOT BE ABLE TO BE SITUATED WITH A SETBACK LESS THAN THE MINIMUM (I.E. NOT 4')
		Minimum	Maximum	Proposed	
	Building Height				
	Number of Stories				
	Front Yard*				
	Street Side Yard*				
	Rear Yard	or 4'***			
	Interior Side Yard	or 4'***			
Lot Coverage					

ATTACHMENTS

ATTACHED TO THIS APPLICATION IS THE FOLLOWING DOCUMENTATION AND/OR ATTACHMENTS:

- | | Attached | NA |
|--|--------------------------|--------------------------|
| A. Completed Building Guide or Plans | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Site Plan, Drawn to Scale | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Grading Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Filing Fee-Checks are to be made payable to "Pottawattamie County Treasurer". | <input type="checkbox"/> | <input type="checkbox"/> |

Please make be certain that you want to proceed with this project when you submit your application. The fees that you submit are not refundable once the application is submitted.

SIGNATURES

I certify that I have personally been to this property, reviewed the proposed development and acknowledge that the proposed construction of the BUILDING(S) will be able to be accomplished in accordance with the Building and Zoning Ordinance of Pottawattamie County, Iowa.		
Building Contractor	Signature	Date
	Type or Print Name	
I certify that I own this property and that the information contained in this application is true and correct to the best of my knowledge and that all work will be completed in accordance with the Pottawattamie County, Iowa, Code.		
Property Owner	Signature	Date
	Type or Print Name	

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

DO NOT START CONSTRUCTION UNTIL APPROVED PERMITS ARE RECEIVED IN THE MAIL OR YOU HAVE PICKED THEM UP AND PLACARDS ARE POSTED. FAILURE TO WAIT FOR PERMITS AND POST PLACARDS WILL CAUSE YOU TO HAVE TO PAY AN INVESTIGATION FEE, WHICH IS DOUBLE THAT OF ANY PERMIT FEES YOU PAY. ADDITIONALLY, FAILURE TO OBTAIN PERMITS PRIOR TO STARTING CONSTRUCTION COULD RESULT IN THE ISSUANCE OF A CITATION OF COUNTY INFRACTION. OUR GOAL IS TO HAVE PERMITS OBTAINED PRIOR TO CONSTRUCTION STARTING. PLEASE HELP US ATTAIN THIS GOAL BY APPLYING FOR AND OBTAINING YOUR PERMITS BEFORE STARTING YOUR CONSTRUCTION.

RETURN COMPLETED FORM TO OBTAIN PERMIT PRIOR TO STARTING CONSTRUCTION:

POTTAWATTAMIE COUNTY
PLANNING AND DEVELOPMENT
223 SOUTH 6TH STREET
COUNCIL BLUFFS, IA 51501-4245

IF YOU HAVE ANY QUESTIONS ON COMPLETING THIS FORM, PLEASE FEEL FREE TO CALL (712) 328-5792.

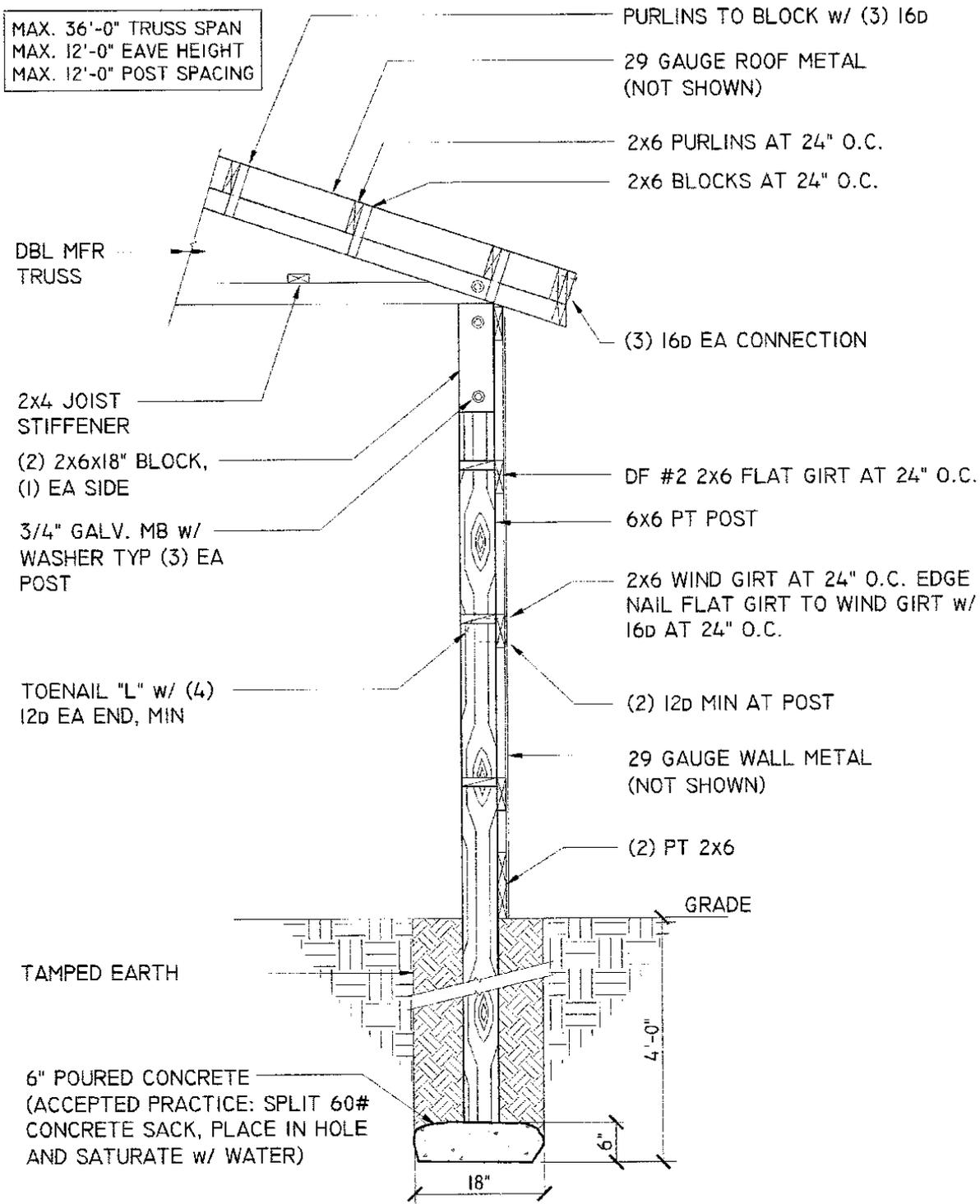
YOU MAY BE DIRECTED TO THE BUILDING DIVISION IF YOU HAVE QUESTIONS RELATIVE TO THE BUILDING CODE RELATED ISSUES.

- 7.30.070 **BUILDING NUMBERS:** Any person owning, controlling, occupying or using any *building* which has access onto any *public road, private road* or *private easement road* shall display a permanent marker on such premises indicating the assigned *building* number. (Ordinance #93-3/March 26, 1993)
- .04 Every person erecting a *building* shall be given a *building* number upon issuance of a zoning permit. If a zoning permit is not required for such *building* then said person erecting said *building* shall apply to the *Development Director* for a *building* number. The *Development Director* shall within fourteen (14) working days of receiving the request assign a number to such *building*. (Ordinance #93-3/March 26, 1993)
- .05 All costs incurred in the placement and procurement of a *building* number marker shall be the responsibility of the property owner, proprietor or occupant of the *building*. (Ordinance #93-3/March 26, 1993)

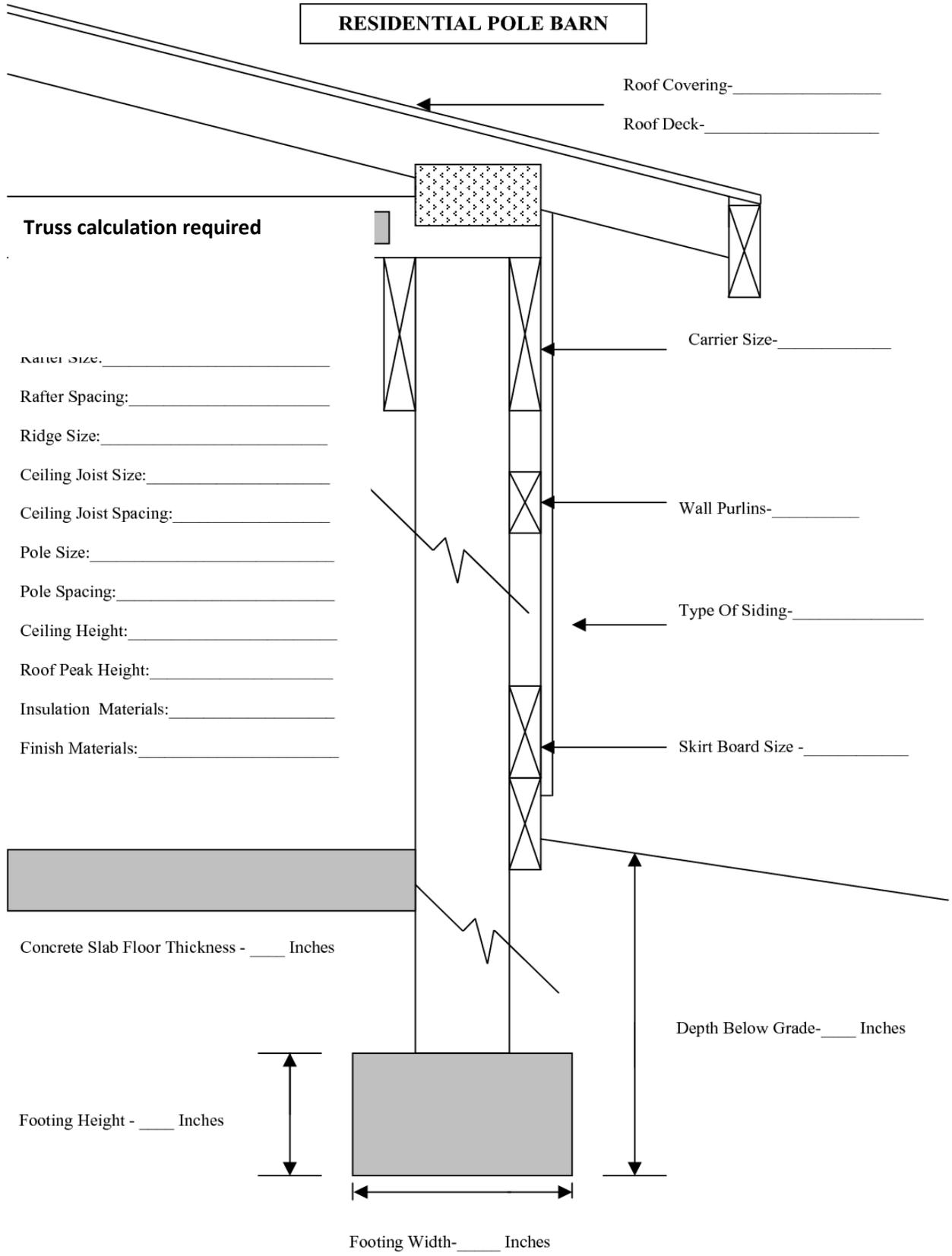
Directions

1) Fill in the blanks on page 6 with dimensions and materials which will be used to build the structure. Please print legibly.

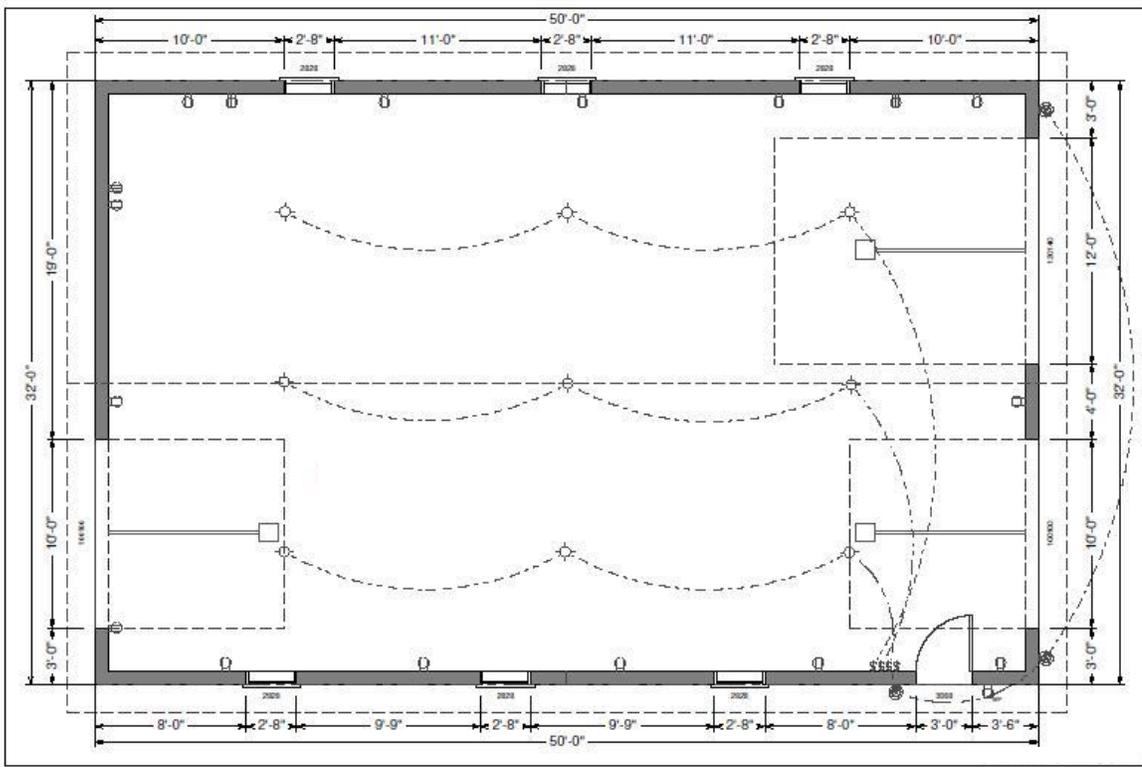
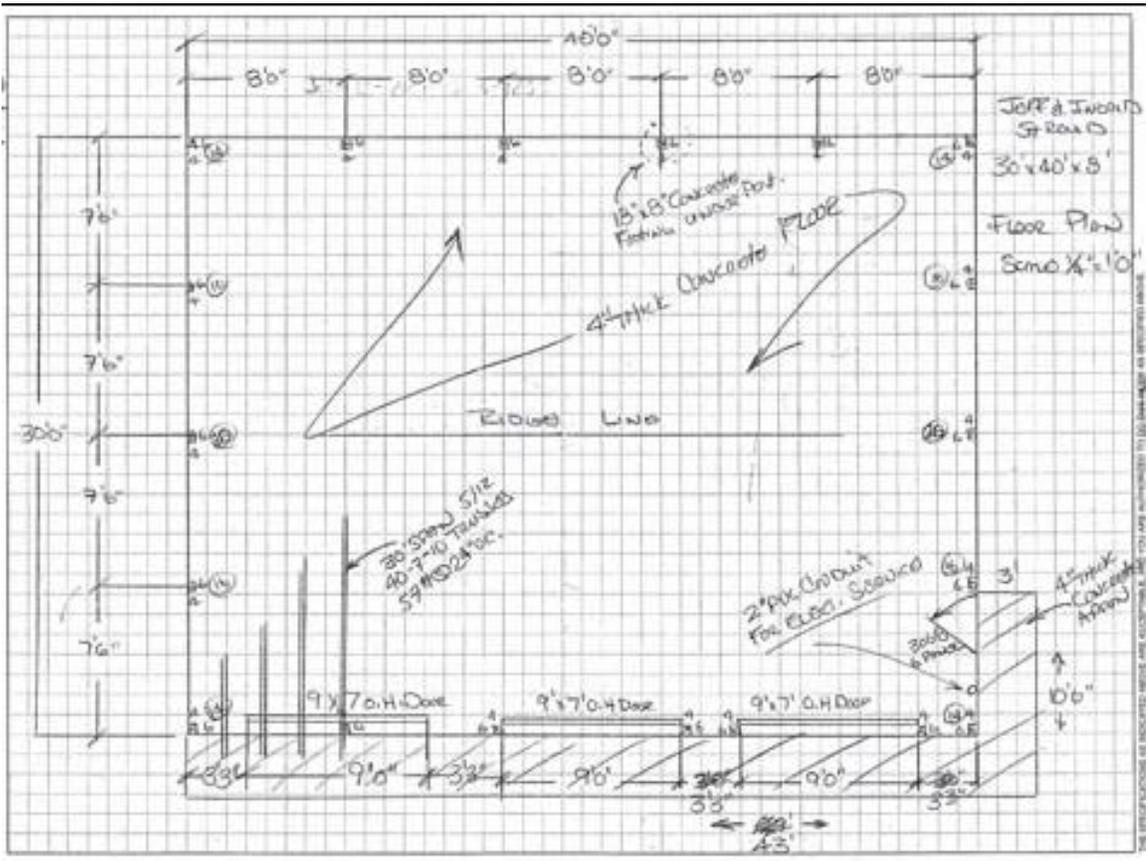
Note: Heated and/or finished pole structures may require special provisions.



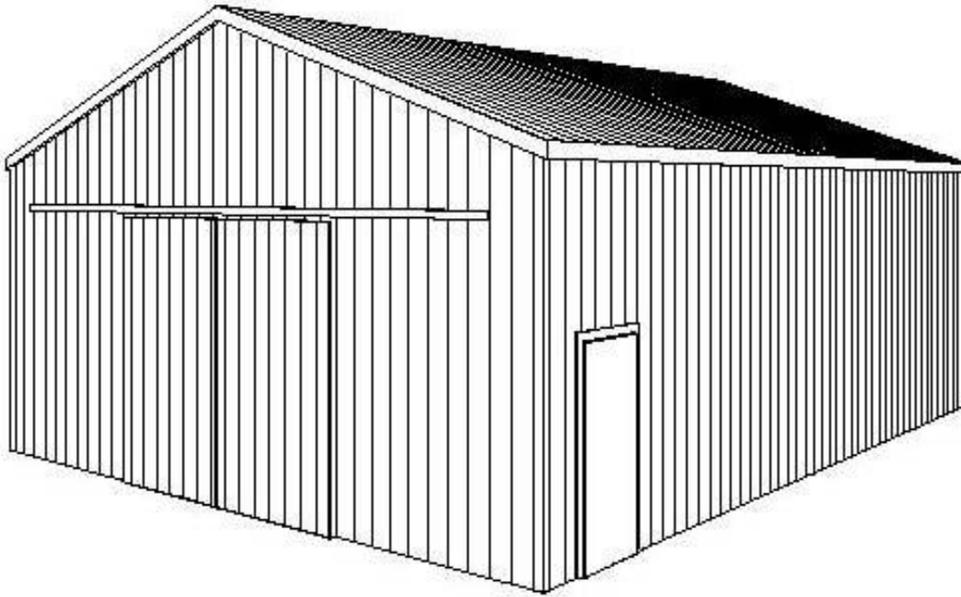
RESIDENTIAL POLE BARN



Provide a Floor Plan(s).

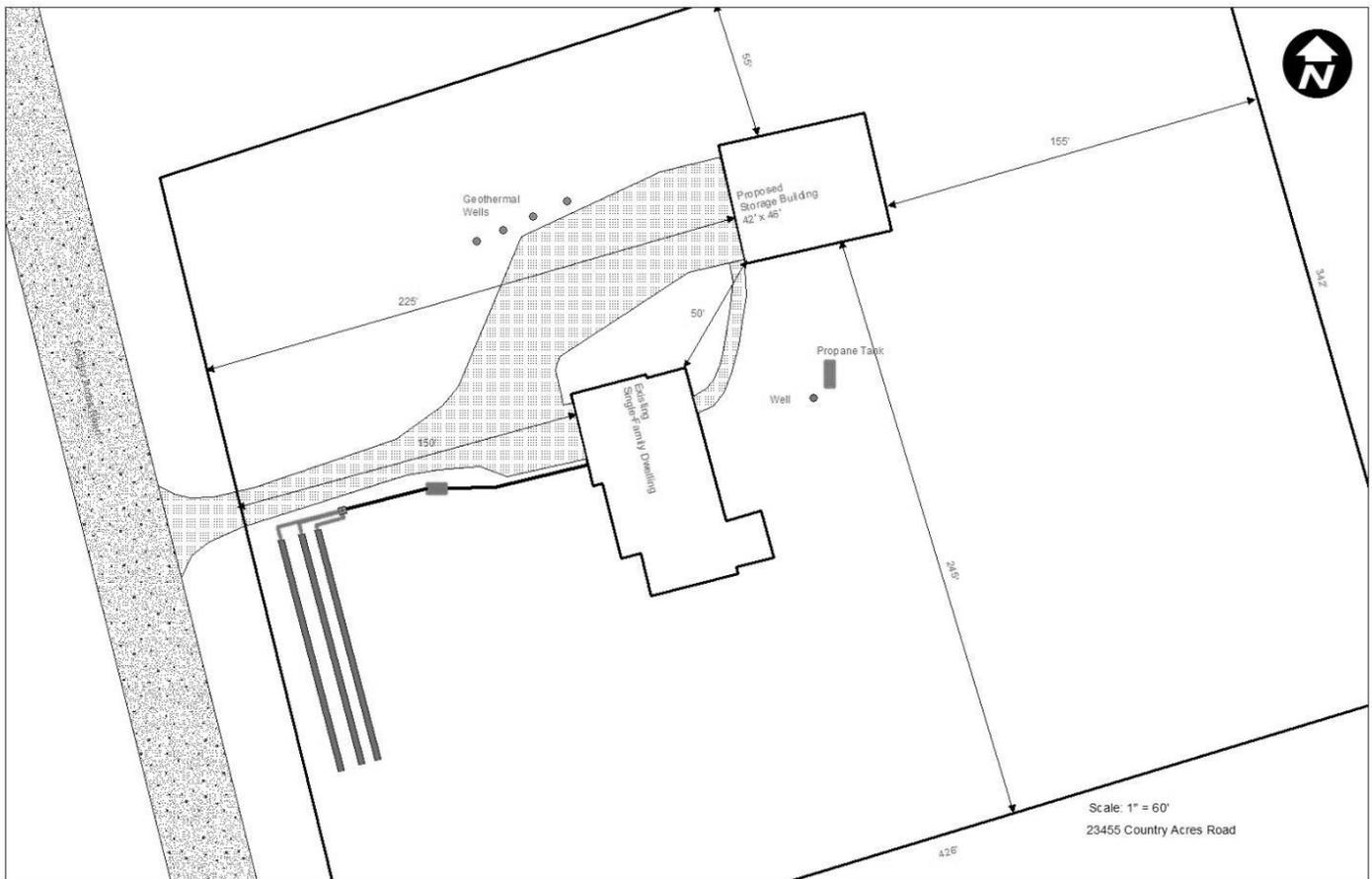


Provide Elevations.



Show all windows and doors in your elevation drawings.

Provide a Site Plan



Grading Plans-Regular

- Provide Title Block on each sheet of plans: name, address, phone
 - Construction Plans must be drawn to scale and show contour lines intervals of 5' or less.
 - Provide locations and types and erosion and sedimentation control practices.
 - The plans should indicate the:
 - Square footage or cubic yards of the project
 - Project description, Project timeline, North Arrow, Legend and Scale
- *** See Example

Grading Plans-Engineered

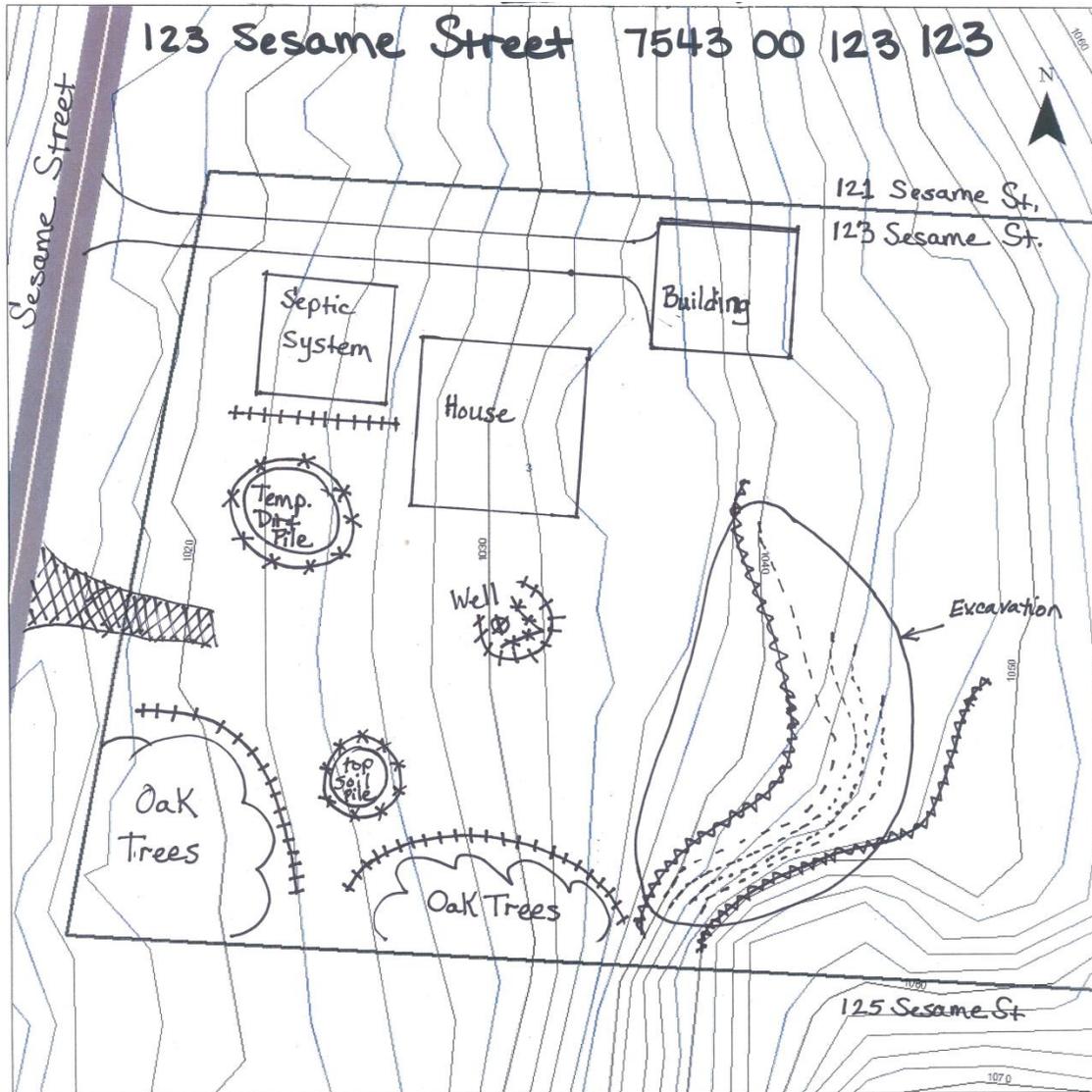
- Plans that are prepared by a civil engineer, a licensed landscape architect, or a licensed professional in erosion and sediment control, must be signed and dated on all sheets.
- Iowa Licensed Contractor/Project Inspector must have their name and phone number on all sheets
- The plans must indicate the:
 - Square footage or cubic yards of the project
 - Project description
 - Proposed project timeline: includes the start of land disturbing activities, when erosion and sedimentation control practices will be installed and maintained, timeline for phases of grading (if used), completion of land disturbing activities, final seeding dates, and project completion date (grass cover established).

Plans and specifications must be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the technical codes and all relevant laws, ordinances, rules and regulations. The following information must be incorporated on the plans as outlined below:

- Provide North Arrow, Legend and Scale.
- Provide Parcel Number and/or address of proposed project.
- Show the section of the parcel that includes the land disturbing activities and adjacent property lines.
- Show contour lines at a contour interval of 5' or less for pre- and post-land disturbance activities.
- Show all structures within 50' of land disturbance activities.
- Show location and dimensions of all land disturbing activities; if completed in phases, show a complete plan map and a map for each phase.
- Location and dimensions of all temporary soil or dirt stockpiles.
- Provide locations and types and erosion and sedimentation control practices.
- Show location of protected areas, including wetlands, utilities, and woodland and tree protected measures.
- If available provide or note location of all utilities (water, sewer, septic system, septic corridor, well, well corridor).
- If proposed project is in a flood zone, if possible, provide flood zone boundary lines.

INCOMPLETE PLANS WILL NOT BE ACCEPTED

GRADING PLAN



1 : 200 75 cu yards grading

-  Gravel Entrance
-  Silt Fence
-  Wattle/Filter Sock
-  Safety Fence

Owner: Oscar Grouch (712)123-1230

Contractor/Inspector: Big Bird (402)123-0123

March 31st, prior to grading – install gravel Entrance, silt fence, diversion at well, safety fence at protected areas, wattle above excavated area.

**April 1st – excavation starts.
Install silt fence at temporary dirt piles.**

**April 22nd – excavation complete.
Replace topsoil, seed excavated area, cover with blown straw & crimp in; install lower wattle.**

April 29th – temporary dirt pile hauled away & bare soil seeded.

June 9th – expected grass establishment.

***if disturbed areas & temporary dirt piles are not completed and will not have work performed on them for 21 days or more, they will be temporarily seeded.**

Minimum Site Plan Size Requirement is 11" x 17"; contour lines must be shown. Larger size drawings may be required in order to adequately show plan detail. This diagram is for illustration purposes only and is not to scale.



**Non-Commercial Pole Structure
Permit Valuation Worksheet**

Building Valuation of (Type of Building)	Per Square Foot Multiplier
Pole Structure-Unfinished	\$10.75 per square foot
Pole Structure-Finished Areas	\$28.00 per square foot
Porch – with Roof Area	\$ 14.75 per Sq.Ft.

Type of Building	Square Footage		Per Square Foot Multiplier	Valuation
		X		
		X		
Permit Valuation				

PERMIT FEES				
			Applicant calculation	Staff Calculation
			AMOUNT	AMOUNT
After calculating the square footage with the valuation multiplier above and determining your total permitted valuation, use the Building Permit Fee Schedule below and determine your Building Permit Fee. This permit fee will be verified during plan review and collected at the time of permit issuance	Building Permit Fee			
The Plan Review is 25% of the calculated Building Permit cost. The Plan Review will be a required deposit at the time of your permit application submittal. E911 Yardmarker if applicable. \$35.00	Plan Review Fee (Submittal Deposit)			
	TOTAL AMOUNT			

BUILDING PERMIT FEE SCHEDULE
(Title 1.50.105)

TOTAL VALUATION	FEE
\$1 to \$500	\$ 23.50
\$501 to \$2,000	\$ 23.50 for the first \$ 500.00 plus \$ 3.05 for each additional \$ 100.00, or fraction thereof, to and including \$ 2,000.00
\$2,001 to \$25,000	\$ 69.25 for the first \$ 2,000.00 plus \$ 14.00 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 25,000.00
\$25,001 to \$50,000	\$ 391.75 for the first \$ 25,000.00 plus \$ 10.10 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 50,000.00
\$50,001 to \$100,000	\$ 643.75 for the first \$ 50,000.00 plus \$ 7.00 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 100,000.00
\$100,001 to \$500,000	\$ 993.75 for the first \$ 100,000.00 plus \$ 5.60 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 500,000.00
\$500,001 to \$1,000,000	\$ 3,233.75 for the first \$ 500,000.00 plus \$ 4.75 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 1,000,000.00
\$1,000,001 and up	\$ 5,608.75 for the first \$ 1,000,000.00 plus \$ 3.15 for each additional \$ 1,000.00, or fraction thereof

EXAMPLE

Type of Building	Square Footage		Per Square Foot Multiplier	Valuation
Pole Structure Finished (20' x 30')	600	X	\$28.00	\$16,800.00
Permit Valuation				\$16,800.00

Proposed Total Valuation of \$16,800.00

For the first \$2,000 = \$69.25, plus \$14.00 for each additional \$1,000 or fraction thereof...

(\$16,800 – \$2,000 = \$14,800) $(\frac{\$14,800}{1,000} = 14.80 \times \$14.00) = \$207.25 + \$69.25 = \$276.50$ [round to the nearest .25]

Building Permit Fee \$ 276.50
 Plan Review Fee \$ 69.25 [25% (\$276.50 x .25)]
Total Permit Fee \$ 345.75