



# Permit Application And Building Guide

Pottawattamie County  
Planning & Development Department  
Building & Safety Division

## Single Family Residential Interior Renovation and Finishing For Home Occupation/Home Professional Office

### How to Use This Guide

1. Review this Building Guide
2. Provide two (2) sets of floor plans (minimum 11" x 17" paper size) showing the floor plan of the structure as it exists and the proposed changes to accommodate the home occupation/home professional office.
3. Fill out the enclosed permit application
4. Fill out a Permit Valuation Worksheet
5. Review and sign the Statement explaining the criteria of a home occupation/home professional office.

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

### EXAMPLE FLOOR PLAN LAYOUT & INFORMATION



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.

# Single Family Interior Renovation and Finishing For Home Occupation/Home Professional Office

## PLAN SUBMITTAL REQUIREMENTS FOR INTERIOR RENOVATION PERMIT

This Includes Remodels & Finished Uncompleted Existing Areas within a Structure

### General Information for Submittal

- Submit two (2) complete sets of plans in blueprint or photocopy form, with a plan check deposit.
  - Pencil drawings or original drawings are not acceptable
- Plans prepared by an Iowa Registered Professional must be wet stamped, signed and dated on all sheets.
- If plans are NOT prepared by a Licensed Iowa Design Registered Professional then the following information must be on the plans:
  - a. Iowa Licensed Contractor must place their business name and license number on all sheets prepared by them along with the required signature and date.
  - b. Owner/Builder must place their name on all sheets and note on the cover sheets, denoting their responsibility for the design and preparations of the plans.
- Provide Title Block on each sheet of plans with the following information;
  - Address, Assessor's Parcel Number of proposed construction site
  - Name and Address of design professional, contractor or owner/builder
- The cover sheet for the plans must indicate the square footage break-down, providing areas separately for the living (first & second floors) area and basement area.
- Plans must be drawn to an approved scale and fully dimensioned: (other than details) approved scales; 1/4"=1'-0" & 1/8"=1'-0" can be used if pre-approved by County Staff.
- Minimum paper size for all plans; 11"X 17" paper.
- Revisions to plans must be made on the original drawings and new blueprints or photocopies submitted. No pencil drawing or marks will be accepted on plans at submittal.
- Plans must have complete existing layout (floor) plan, showing what was/is existing prior to remodel or finishing. Indicate and label the use of each existing room within the structure along with the door and window locations and sizes.

*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:*

### Foundation Plan (If needed or required)

1. Provide structure foundation footprint, location and size of all piers and column footings, show all step footings and stem-walls-dimension all construction points-provide details for all footings and piers.
2. Show all locations, size, type, and spacing of floor joists, girders and beams-show locations of all double joists for bearing walls.

### Floor Plan

1. Provide floor layout and dimension all walls, openings and construction points.
2. Indicate and label the use of each room within the dwelling or structure.
3. Provide all window locations, sizes and type (fixed, slider, casement, etc.) and meet natural light, ventilation and egress requirements for habitable rooms.
4. Note all required fire-wall(s), materials and locations.
5. Provide all door locations, sizes, types and direction of swing.
6. Provide section detail for all stairway, handrails and guardrails.(If needed or required)
7. Call out all room ceiling style types and heights.
8. Provide locations of all plumbing fixtures (bathtubs/showers/sinks), water heater(s), and any other plumbing equipment.
9. Provide location of all built-in kitchen and bathroom cabinets, and fixed applications.
10. Provide location of each type of heating, cooling and ventilation unit equipment.
11. Provide all locations(s) of fireplace(s) along with the required ICC/UL listing number, for masonry fireplaces, provide required details and installation from manufacturer.

### Electrical Plan

1. Provide complete floor(s) plan, identifying room areas, doors and windows.
2. Provide all electrical receptacles (outlets) and identify all required GFCI and AFCI type receptacles (outlets/lights/switches) with single line designation, any sub-panels and identify any 240-volt receptacles.
3. Show location of existing main meter/service panel and provide panel size (amperes).
4. Provide locations of all required smoke detectors throughout.
5. Provide exhaust fan (s) with switch, in bathrooms and water closet compartments, which do not have an exterior operable window.
6. Provide location of all built-in kitchen and bathroom cabinets and fixed appliances (both interior and exterior) with all electrical serving these counter areas.
7. Provide location of all electrical disconnects in relationship to fixed equipment.
8. Electrical calculation may be required for a particular size of project (check with the county plan check staff).

**INCOMPLETE PLANS WILL NOT BE ACCEPTED**

**IMPORTANT CODE NOTE:**

**1. Ceiling Heights:**

If finished ceiling will be less than 7' in height, Please inquire with the Building & Safety Division for possible exceptions.

**2. Emergency Escapes:**

All basements and sleeping rooms must have an emergency escape window or exterior door. Emergency escape windows with a sill height below grade must be provided with an emergency escape window well and ladder. (For emergency escape window and window well requirements, see illustration in this handout).

**3. Smoke Alarms:**

Smoke alarms are required in all basements. If the finished basement contains a sleeping room, a smoke alarm must be installed on the ceiling or wall in the sleeping room and in the hallway or area immediately outside of the sleeping room. Smoke alarms added to satisfy the above requirements must be hard wired with the battery backup, and interconnected with existing smoke alarms. Smoke alarms are required to be hardwired and interconnected in new and existing bedrooms, halls and on each level unless removal of interior wall or ceiling finished would be required. In this case, battery operated devices are acceptable. Dual CO/smoke detectors are required if gas fired appliances and/or an attached garage is present.

**4. Fuel burning Appliances:**

Furnaces and water heaters cannot be located in a bedroom or bathroom unless appliances are installed in a dedicated enclosure in which all combustion air is taken directly from outdoors, and a weather stripped solid door equipped with an approved self-closing device is installed. If the furnace and water heater are being enclosed, adequate combustion air must be provided for these appliances to operate properly. For maintenance purposes, a minimum of 30 inches clear working space must be provided in front of furnaces and water heaters. Maintenance or removal of each appliance must be possible without removing or disturbing walls, piping, valves, wiring and junction boxes.

**5. Floated Walls:**

In areas subject to floor heaving, non-bearing walls on basement floor slabs should be built to accommodate not less than 1-1/2 inches of floor movement. A detail of a typical floated wall is included in this hand-out. Drywall should be held to a minimum of 1 inch above the slab to allow for movement. This area is typically covered with the finish wall base board or decorative floor molding attached to the pressure treated floors plate.

**6. Fire-blocking:**

Fire-blocking must be installed in concealed spaces of wood-furred walls at the ceiling level, at 10 foot intervals along the length of the wall and at all interconnections of concealed vertical and horizontal spaces such as intersection of stud walls and soffits or dropped ceilings. A detail of typical fire-blocking is included in this handout. Fire-blocks may be constructed of 1-1/2 inch lumber, 3/4 inch plywood or particle board, 1/2 inch gypsum board or fiberglass insulation 16 inches minimum in height, securely fastened.

**7. Insulation:**

Minimum R-13 Insulation or equivalent is required to be in all frame walls adjacent to basement exterior walls.

**8. Space Under Stairs:**

If access to the area or space under the basement stairs is provided for storage or other uses, the walls and ceiling of this enclosed space must be protected on the inside, with a minimum 1/2 inch Gypsum/Sheetrock installed

**9. Bathrooms:**

Toilets must be provided with a minimum of 21 inches in front of the toilet and 15 inches from the center of the toilet and any sidewall or other obstruction. Showers shall have a minimum inside dimension of 900 square inches, capable of encompassing a 30 inch circle and be finished 72 inches above the floor with non-absorbent materials.

**10. Lighting, Ventilation & Heating:** Lighting, ventilation and heating are required for any finished portion of the basement.

**Habitable Rooms:** All habitable rooms shall have an aggregate glazing area of not less than 8 percent of the floor area of such rooms. Natural ventilation shall be through windows, doors, louvers or other approved openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The minimum open-able area to the outdoors shall be 4 percent of the floor area being ventilated.

**Exceptions:**

1. The glazed areas need not be open-able where an approved mechanical ventilation system capable of producing 0.35 air change per hour in the room is installed or a whole-house mechanical ventilation system is installed capable of supplying outdoor ventilation air of 15 cubic feet per minute (cfm) per occupant computed on the basis of two occupants for the first bedroom and one occupant for each additional bedroom.

2. The glazed areas need not be installed in rooms where artificial light is provided capable of producing an average illumination of 6 foot-candles (65 lux) over the area of the room at a height of 30 inches (762 mm) above the floor level.

**Adjoining rooms:** For the purpose of determining light and ventilation requirements, any room shall be considered as a portion of an adjoining room when at least one-half of the area of the common wall is open and unobstructed and provides an opening of not less than one-tenth of the floor area of the interior room but not less than 25 square feet (2.3 m<sup>2</sup>).

**Bathrooms:** Bathrooms, water closet compartments and other similar rooms shall be provided with aggregate glazing area in windows of not less than 3 square feet (0.3 m<sup>2</sup>), one-half of which must be open-able.

**Electrical:** The homeowner may do his or her own electrical work only on their existing principle residence that qualifies for the Homestead Exemption for property tax purposes. Their exemption includes any accessory buildings on the property that do not exceed 3,000 square feet but does not extend to investment property, business property, rental property, vacation homes, etc. A new home must be wired by an electrical contractor.

***Fees for this permit are based on two inspections; rough in and final any extra inspections required due to code specifications not being met will result in an inspection fee of \$75.00. \_\_\_\_\_ Initials of Homeowner***

**Exceptions:**

1. The glazed areas shall not be required where artificial light and a mechanical ventilation system are provided. The minimum ventilation rates shall be 50 cubic feet per minute (24 L/s) for intermittent ventilation of 20 cubic feet per minute (10 L/s) for continuous ventilation. Ventilation air from the space shall be exhausted directly to the outside.

**Required Heating:** Capable of maintaining a minimum room temperature of 68°F (20°C) at a point 3 feet (914 mm) above the floor and 2 feet (610 mm) from exterior walls in all habitable rooms at the design temperature. The installation of one or more portable space heaters shall not be used to achieve compliance.

11. **Lead Hazards When Renovating Your Home:** Renovation can disturb paint. This includes sanding, cutting, and demolition. Renovation in pre-1978 buildings can create lead dust and chips. These can hurt adults and children.

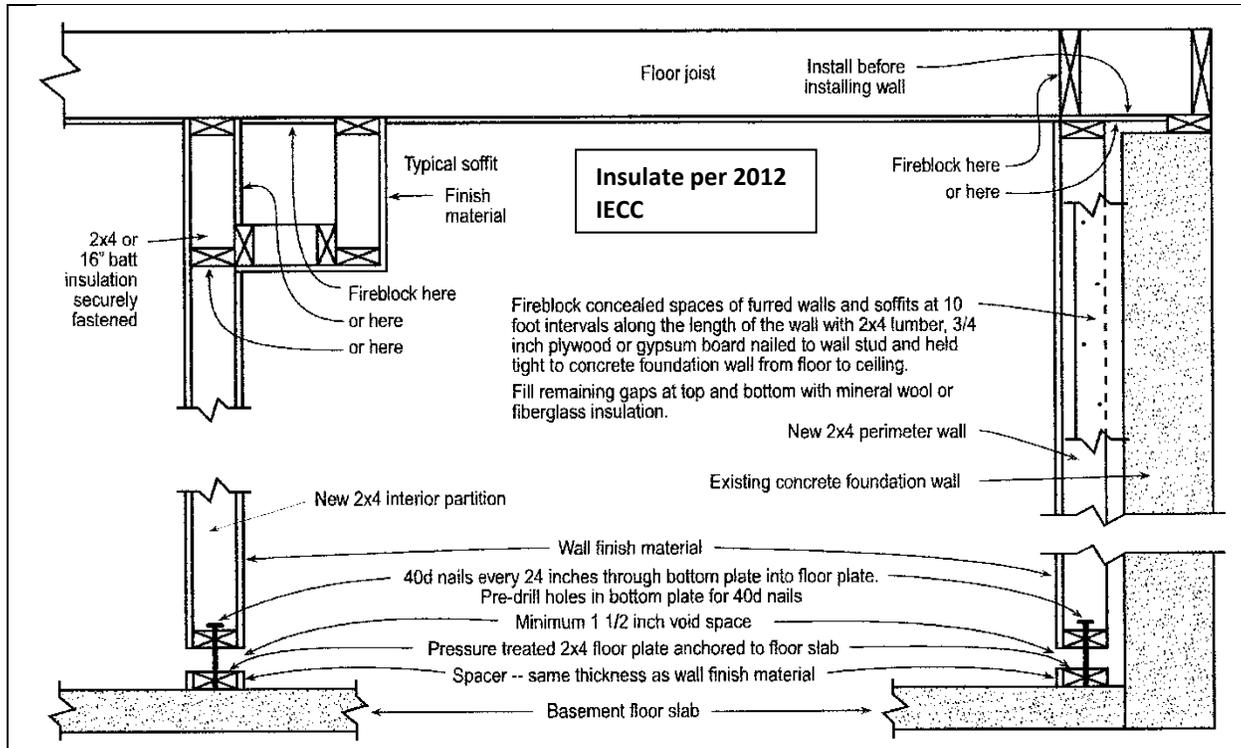
In 2008, the U.S. Environmental Protection Agency (EPA) issued rules for renovation. They apply to renovation in pre-1978 housing (target housing). They also apply to pre-1978 child-occupied facilities (daycare centers, kindergartens). The Iowa Department of Public Health (IDPH) will carry out these rules in Iowa. Certified people will be called "Lead-Safe Renovators."

Please refer to our 'Lead Hazards' brochure in the Building Division Office for more information.

***\*\*The Building & Safety Division staff can help you determine what is necessary to meet minimum safety requirements\*\****

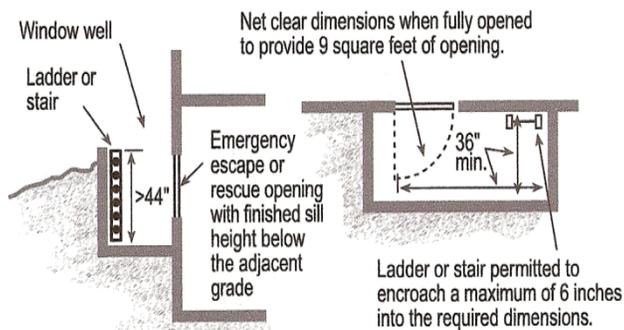
# Single Family Interior Renovation and Finishing For Home Occupation/Home Professional Office

## Basement Floating Wall Detail



## Emergency Escape & Rescue Window Well

Emergency Escape And Rescue window wells must provide a minimum area of 9 square feet with a minimum dimension of 36 inches and shall enable the window to open fully. If the depth of the window well exceeds 44 inches, a permanently affixed ladder must be provided. The ladder must not interfere with the operation of the window.

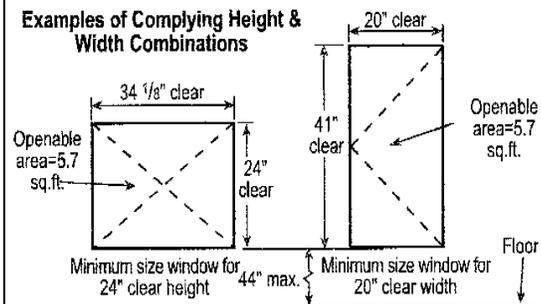


## Emergency Escape & Rescue Window

Emergency Escape And Rescue Windows must meet the following criteria:

- A minimum total openable area of not less than 5.7 square feet
- A minimum clear openable height of not less than 24 inches
- A minimum clear openable width of not less than 20 inches.
- A finished sill height of not more than 44 inches above the floor and should be openable from the inside with normal operation and without the use of tools, keys or effort.

### Examples of Complying Height & Width Combinations



## Home Occupation/Home Professional Office

8.004.160 HOME OCCUPATIONS AND HOME PROFESSIONAL OFFICES: The establishment and continuance of a home occupation or home professional office shall be subject to the following requirements:

- .01 Customary home occupations shall be deemed to include the following: millinery, dressmaking; tailoring; laundering; preserving and home cooking; handicraft; barber and beauty shops; and studios, such as painting, sculpture, instrumental or vocal music, dance and literature, including teaching and practice.
- .02 Occupations of a professional nature shall be deemed to include the following: accountancy, architecture, art, dentistry, engineering, industrial design, insurance brokerage, law, medicine, music, optometry, planning, real estate brokerage, science, teaching, theology, writing or other related professions.
- .03 No persons other than people residing on the premises, shall be engaged in such occupation or office; and no colleagues or associates shall use such office.
- .04 The use shall be operated entirely within the resident's dwelling unit or permitted *accessory structure* on the property. On site sales, service and training is allowed by appointment only and shall be limited to twelve (12) customer visits to the premises daily. Since the applicant is limited to two (2) on-site parking spaces, only two (2) concurrent appointments may be allowed at any one time.
- .05 The use shall be limited to no more than six hundred (600) square feet of area of either the dwelling or an accessory structure. However, if the home occupation or home professional office is located in the dwelling it shall consume no more than twenty-five (25) percent of the floor area of the living unit. Living area may include a finished *basement*.
- .06 There shall be no change in the outside appearance of the building or premises, or other visible evidence of a home occupation or home professional office other than one (1) sign, as provided in Chapter 8.090.
- .07 A home occupation or home professional office shall be situated entirely within the principal dwelling or an *accessory structure*.
- .08 No traffic shall be generated by such home occupation or home professional office in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such occupation or office shall be met off the street and other than in a required front yard. There shall be no more than two (2) on-site parking spaces provided for patrons.
- .09 No equipment or process shall be used which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family dwelling, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuation in line voltage off the premises.
- .10 No mechanical or electrical equipment shall be used other than that which is normally used for purely domestic or household purposes.
- .11 No outdoor storage of materials or equipment used in the occupation shall be permitted.
- .12 Occupations shall not include the use or storage of tractor-trailers, semi-trucks or heavy equipment such as construction equipment.
13. There shall be no advertising for the business that includes the address of the occupation. Post Office boxes, telephone numbers and city name may be identified.
14. More than one occupation is allowed per property; however, the sum of the total area, signage, parking and employee limitations of the property shall not exceed the limitations set by this Chapter for a single occupation.
15. The home occupation-building permit will automatically be discontinued if the property is sold, leased, rented or transferred to another party or entity.

8.090.030 SIGNS IN AGRICULTURAL AND RESIDENTIAL DISTRICTS: The following signs shall be permitted in the Class "A" and "R" District or platted residential subdivisions:

- .02 HOME OCCUPATION, HOME PROFESSIONAL OFFICE OR RURAL ENTERPRISE BUSINESS SIGN: One (1) non-illuminated sign not to exceed two (2) square feet in area shall be permitted to identify a home occupation, home professional office or rural enterprise business. Such sign shall not extend higher than six (6) feet above grade level, nor closer than fifteen (15) feet to any property line unless mounted flat against the wall of the building or on a free-standing mail box.

Discuss the requirements for ADA parking space(s), ADA accessibility and ADA restrooms with the Building Official prior to preparing your plans. Make sure that your building permit application submittals address how your individual situation meets this criterion.

## POTTAWATTAMIE COUNTY, IOWA PERMIT APPLICATION SINGLE-FAMILY INTERIOR RENOVATION AND FINISHING FOR HOME OCCUPATION/HOME PROFESSIONAL OFFICE

<b>WHEN PERMITS ARE READY</b>		<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			
<b>PROPERTY OWNER</b>	Name				
	Mailing Address	Street			City, State, Zip
	Contact Information	Email <input type="checkbox"/>			Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>
<i>Best Way to Contact</i>		<input checked="" type="checkbox"/>			
<b>APPLICANT (if other than property owner)</b>	Name				
	Mailing Address	Street			City, St, Zip
	Contact Information	Email <input type="checkbox"/>			Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>
<i>Best Way to Contact</i>		<input checked="" type="checkbox"/>			
<b>PROPERTY INFORMATION</b>	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				
	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			
<b>IMPROVEMENTS</b>	Class of Work	<input type="checkbox"/> Finish Uncompleted Existing Area (If only finishing basement area use Form 507) <input type="checkbox"/> Remodel <input type="checkbox"/> Repair <input type="checkbox"/> Other:			
	Proposed Construction Description	Example: Finish basement area by adding 1 bedroom; convert main floor existing bedroom and garage area into family room.			
	Estimated Construction Valuation from Construction Valuation Worksheet			Proposed Construction Area (Sq Ft)	
	Floodplain Development	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, subject to provisions of the Floodplain Regulations. See separate Floodplain Development Permit Application.		
	Type	<input type="checkbox"/> Home Occupation <input type="checkbox"/> Home Professional Office			
	Proposed Use:				
	Trade Name:				
	Location of	<input type="checkbox"/> Inside a Single-Family Dwelling <input type="checkbox"/> Inside a Detached Accessory Building			
	Total Square Footage of Dwelling or Building				
	Total Square Footage of Use (Maximum 25% up to 600 square feet)				
Total Number of Employees					
Estimated Daily Traffic Flow for Use					
Total Number of Customers Visits Per Day					
Number of Off-Street Parking Spaces to be Provided					

<b>BUILDER</b> (if other than property owners)	<b>Name</b>			<b>State Registration#</b>	
	<b>Mailing Address</b>	<b>Street</b>		<b>City, State, Zip</b>	
	<b>Contact Information</b> <input checked="" type="checkbox"/> <b>Best Way to Contact</b>	<b>Email</b> <input type="checkbox"/>		<b>Work #</b> <input type="checkbox"/> <b>Cellular</b> <input type="checkbox"/>	
<b>LICENSED IOWA CONTRACTORS</b>	<b>Electrical Contractor</b>			<b>State License#</b>	
	<b>Plumbing Contractor</b>			<b>State License#</b>	
	<b>Mechanical Contractor</b>			<b>State License#</b>	

**ATTACHMENTS**

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

- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | Attached                 | NA                       |
| A. Completed Building Guide and Plans  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Permit Valuation Worksheet  | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Statement of Understanding of Home Occupation/Home Professional Office        | <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 PERMITS ARE RECEIVED IN THE MAIL 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.



## Residential Interior Renovation and Finishing for Home Occupation/Home Professional Office Permit Valuation Worksheet

Building Valuation of	Per Square Foot Multiplier
Finish Existing Unfinished Area into Habitable (living) Area	\$36.50 per Sq. Ft.
Existing Garage Area – Change into Habitable (Living) Area	\$43.50 per Sq. Ft.
Basements Finish Existing Unfinished Area into Habitable Area	\$28.50 per Sq. Ft.
Remodel Existing Habitable (living) Area	\$18.25 per Sq. Ft.
Home Occupation/Home Professional Office if no remodeling is required	\$60.00 flat fee

Type of Building	Square Footage	X	Per Square Foot Multiplier	Valuation
		X		
		X		
<b>Permit Valuation</b>				

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	
Figuring the Plan Review at 25% of the calculated Building Permit cost. The Plan Review will be a required deposit at the time of your permit application submittal.		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 Area	Square Footage	X	Per Square Foot Multiplier	Valuation
Kitchen Remodel – Habitable	150	X	\$18.25	\$2,737.50
Finish Existing Un-Finished Upstairs	25	X	\$36.50	\$912.50
Finish Existing Basement Area	1,200	X	\$28.00	\$33,600.00
<b>Permit Valuation</b>				<b>\$37,250.00</b>

Proposed Total Valuation of \$37,250

For the first \$25,000 = \$391.75, plus \$10.10 for each additional \$1,000 or fraction thereof...

(\$37,250 – \$25,000 = \$12,250) (\$12,250 ÷ 1,000 = 12.25 X \$10.10) = \$123.73 + \$391.75 [round to the nearest .25]

Building Permit Fee \$ 515.50  
 Plan Review Fee \$ 129.00 [25% (\$515.50 x .25)]  
**Total Permit Fee \$ 644.50**

8.004.160 **HOME OCCUPATIONS AND HOME PROFESSIONAL OFFICES:** The establishment and continuance of a home occupation or home professional office shall be subject to the following requirements:

- .01 Customary home occupations shall be deemed to include the following: millinery, dressmaking; tailoring; laundering; preserving and home cooking; handicraft; barber and beauty shops; and studios, such as painting, sculpture, instrumental or vocal music, dance and literature, including teaching and practice.
- .02 Occupations of a professional nature shall be deemed to include the following: accountancy, architecture, art, dentistry, engineering, industrial design, insurance brokerage, law, medicine, music, optometry, planning, real estate brokerage, science, teaching, theology, writing or other related professions.
- .03 No persons other than people residing on the premises, shall be engaged in such occupation or office; and no colleagues or associates shall use such office.
- .04 The use shall be operated entirely within the resident's dwelling unit or permitted accessory structure on the property. On site sales, service and training is allowed by appointment only and shall be limited to twelve (12) customer visits to the premises daily. Since the applicant is limited to two (2) on-site parking spaces, only two (2) concurrent appointments may be allowed at any one time.
- .05 The use shall be limited to no more than six hundred (600) square feet of area of either the dwelling or an accessory structure. However, if the home occupation or home professional office is located in the dwelling it shall consume no more than twenty-five (25) percent of the floor area of the living unit. Living area may include a finished basement.
- .06 There shall be no change in the outside appearance of the building or premises, or other visible evidence of a home occupation or home professional office other than one (1) sign, as provided in Chapter 8.090.
- .07 A home occupation or home professional office shall be situated entirely within the principal dwelling or an accessory structure.
- .08 No traffic shall be generated by such home occupation or home professional office in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such occupation or office shall be met off the street and other than in a required front yard. There shall be no more than two (2) on-site parking spaces provided for patrons.
- .09 No equipment or process shall be used which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family dwelling, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuation in line voltage off the premises.
- .10 No mechanical or electrical equipment shall be used other than that which is normally used for purely domestic or household purposes.
- .11 No outdoor storage of materials or equipment used in the occupation shall be permitted.
- .12 Occupations shall not include the use or storage of tractor-trailers, semi-trucks or heavy equipment such as construction equipment.
- .13 There shall be no advertising for the business that includes the address of the occupation. Post Office boxes, telephone numbers and city name may be identified.
- .14 More than one occupation is allowed per property; however, the sum of the total area, signage, parking and employee limitations of the property shall not exceed the limitations set by this Chapter for a single occupation.
- .15 The home occupation-building permit will automatically be discontinued if the property is sold, leased, rented or transferred to another party or entity.

8.090.030 **SIGNS IN AGRICULTURAL AND RESIDENTIAL DISTRICTS:** The following signs shall be permitted in the Class "A" and "R" Districts:

- .02 One (1) non-illuminated sign not to exceed two (2) square feet in area shall be permitted to identify a home occupation or home professional office. Such sign shall not extend higher than six (6) feet above grade level, nor closer than fifteen (15) feet to any property line unless mounted flat against the wall of the building or on a free-standing mail box.

I HAVE READ THE ABOVE-LIST REGULATIONS, UNDERSTAND THEM AND WILL OPERATE MY HOME OCCUPATION/HOME PROFESSIONAL OFFICE IN ACCORDANCE WITH THEM.

Property Owner	Signature	Date
	Type or Print Name	