

## IMPERATIVE PERMIT INFORMATION

### EMERGENCY REPAIRS

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the Building and Safety Division.



### REPAIRS

Application or notice to the Building and Safety Division is not required for ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

### TIME LIMITATION OF APPLICATION

An application for a permit for any proposed work shall be deemed to have been abandoned 180 calendar days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.



### EXPIRATION OF PERMIT

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

Every permit issued by the Building & Safety Division under the provisions of the adopted Codes shall expire by time limitation and become null and void after the number of months listed on the permit.

## FORM #811

## INFORMATIONAL SHEET



## PERMITS

When Required  
And

When Exempt

Pottawattamie County  
Planning & Development Department  
223 South 6<sup>th</sup> Street  
Council Bluffs, IA 51501  
712-328-5847 \* Building Division  
[www.pottcounty.com](http://www.pottcounty.com)

## BUILDING PERMIT REQUIRED

Any owner, contractor, or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure which is regulated by the adopted building Codes, or to cause any such work to be done, shall first make application to the Building & Safety Division and obtain the required permit.

## FLOODPLAIN DEVELOPMENT PERMITS

While certain work may be exempt from building, gas, electric, mechanical, & plumbing permits in most instances, when the property is located in a Special Flood Hazard Area, a Floodplain Development Permit is required.

## WORK EXEMPT FROM BUILDING PERMIT

Exemptions from permit requirements of the adopted Codes shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of the adopted Codes or any other laws or ordinances of this jurisdiction. Building Permits shall not be required for the following:

### Building:

- ◆ One-story detached accessory structures of one and two family residences, used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 sq. ft. However, if the structure will have electrical, plumbing or mechanical improvements, a permit must be obtained for such improvements.
- ◆ All non-retaining fences
- ◆ Oil derricks
- ◆ Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- ◆ Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1
- ◆ Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below and are not part of an accessible route
- ◆ Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work
- ◆ Temporary motion picture, television and theater stage sets and scenery (for no more than fifteen calendar days)
- ◆ Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground
- ◆ Shade cloth structures constructed for nursery or agricultural purposes, not including service systems
- ◆ Swings and other playground equipment
- ◆ Awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support
- ◆ Non-fixed and movable fixtures, cases, racks and counters
- ◆ Partitions that are not higher than 5 feet 9 inches

## GAS, ELECTRICAL, MECHANICAL & PLUMBING PERMITS REQUIRED

Any owner, contractor, master tradesman, or authorized agent who intends to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the adopted Codes, or to cause any such work to be done, shall first make application to the Building & Safety Division and obtain the required permit.

## WORK EXEMPT FROM GAS, ELECTRICAL, MECHANICAL & PLUMBING PERMITS

### Gas:

- ◆ Portable heating appliance
- ◆ Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.



### Electrical:

- ◆ Repairs and maintenance: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles
- ◆ Radio and television transmitting stations: The provisions of the adopted Codes shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas
- ◆ Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.



### Mechanical:

- ◆ Portable heating appliances
- ◆ Portable ventilation equipment
- ◆ Portable cooling unit
- ◆ Steam, hot or chilled water piping within any heated or cooling equipment regulated by the adopted Codes
- ◆ Replacement of any part that does not alter its approval or make it unsafe
- ◆ Self-contained refrigeration system containing 10 pounds (5 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less

## WORK EXEMPT FROM GAS, ELECTRICAL, MECHANICAL & PLUMBING PERMITS CONTINUED

### Plumbing:

- ◆ The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in the adopted Codes
- ◆ The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.



## AGRICULTURAL EXEMPTION

A county building code shall not apply to farm houses or other farm buildings which are primarily adapted for use for agricultural purposes, while so used or under construction for that use, as defined and specified in the Pottawattamie County, Iowa, Zoning Ordinance. In order to be recognized as an Agricultural Exemption, a "Farm Exemption Information Sheet" must be completed and approved by the Planning Director.