



Polk County Public Works
5885 NE 14th Street
Des Moines, IA 50313
Email: publicworks@polkcountyia.gov
Phone: 515-286-3705
[Fee Schedule](#)

Addition to Single Family Home Building Permit Application and Checklist

PROJECT ADDRESS: _____

Checklist of items to be filled out or completed prior to submitting application packet:

- Building Permit Application and checklist
- Detailed Construction Plans - Electronic preferred
- Engineered Truss Specifications
- Detailed Site Plan Drawing
- Proposed building additions staked

Is the property on a septic system? YES NO

Are you adding bedrooms? YES NO

*If yes to the questions above, a new or expanded septic system may be required. If a new system is needed, or the current system needs expanded, you must have a contractor licensed with Polk County; complete the application for Onsite Wastewater Treatment Disposal System. Please contact Public Works at 286-3705 to find out the requirements and capacity of your current system.

Is the property on sanitary sewer? YES NO

Are you adding Geothermal? YES NO

*If yes, a geothermal- well permit application must be submitted for vertical geothermal wells and horizontal wells at 20' depth or greater.

-No construction shall start until the permit is issued.

-All work must be permitted prior to inspections.

-Unresolved Zoning, Subdivision, Floodplain, Health items may delay the issuance of any permit. No structure should be used or occupied until the certificate of occupancy is issued.

-All electrical, mechanical, or plumbing permits must be applied for separately by a state licensed contractor.



Polk County Public Works
5885 NE 14th Street
Des Moines, IA 50313
Phone: 515-286-3705

Email: publicworks@polkcountyiowa.gov

Addition to Single Family Home Building Permit Application

JOB SITE ADDRESS: _____ TOWNSHIP: _____
GEO PARCEL: _____ DISTRICT PARCEL: _____
OWNER: _____ PHONE: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____
CONTRACTOR: _____ PHONE: _____
COMPANY: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____

Height of proposed building to peak: _____ Total # of bedrooms: _____

Is any portion of the proposed home to be used for commercial or other business activities? YES NO

*If yes, a home occupation permit must be applied for

Fill in the square footage of the proposed home in the appropriate row:

Table with 2 columns: Description, Square Feet. Rows include Unfinished basement, Finished basement, 1st Floor, 2nd Floor, Garage, 3 or 4 season room/ enclosed deck, Front Porch/Stoop- Covered/Uncovered.

Contractor/Owner/Applicant Statement:

Work must commence within 180 days from permit issuance date, and be completed and inspected within one year from the permit issuance date, or the building permit will be null and void. I understand all work must be inspected and approved by Polk County prior to concealing any installation and that I must call for a final inspection. I further understand that a Certificate of Occupancy is required in accordance with applicable codes and ordinances.

I have included all of the above checked items and I understand that all the items listed above must be reviewed and fees paid before a permit will be issued. I further understand that construction work cannot begin until the building permit has been issued. All information supplied by me is true and correct, and to the best of my knowledge and belief.

I affirm I am the owner or licensed contractor of this property. I hereby acknowledge that I have read this permit and state that the information is correct, and agree to comply with all ordinances and state and federal laws regulating activities covered by this permit.

Print Name

Signature

Date

Building Spec Sheet

Job Address: _____

Type of Use (Including size): _____

1. Footings: (42" minimum frost depth)

Depth below grade: _____

Size of footing or trench: _____

Size and type of reinforcement: _____

2. Foundation wall: (footing tiles to be placed beside footing and in each egress window)

Thickness and type: _____

Type of waterproofing: _____

Spacing of anchor bolts: (1/2" dia. Min.) _____

3. Slab system: (structural only)

Thickness of slab: _____

Type of reinforcement: _____

Spacing of anchor bolts: (1/2" dia. min.) _____

4. Floor framing: (list size and grade of lumber)

Size of support beam(s): _____

Spacing of support beam posts: _____

Size, span and spacing of floor joist: _____

Type of floor sheathing: _____

5. Wall framing: (list size and grade of lumber)

Size and spacing of wall studs: _____

Type of wind bracing: _____

Double Top Plates Required

Thickness and type of insulation: _____

Type of siding: _____

Type of interior wall covering: _____

6. Roof and ceiling: (List size and grade of lumber)

Size, span and spacing of ceiling joists: _____

Size, span and spacing of roof rafters: _____

Truss rafters: **Must provide design data from manufacturer**

Thickness and type of insulation: _____

Type of ceiling covering: _____

Type of attic ventilation: _____

Comments/ Additional Information _____

Questions or to schedule inspections after the permit is issued 286-3705

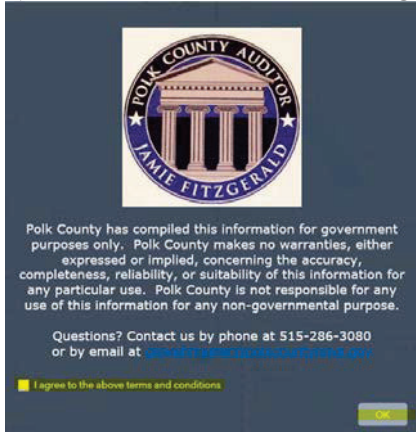
Residential Permit –Site Plan Instructions/Checklist

It is recommended that an aerial from the Polk County Online GIS Website, that shows property lines and existing building(s), is used as the base map for your site plan drawing.

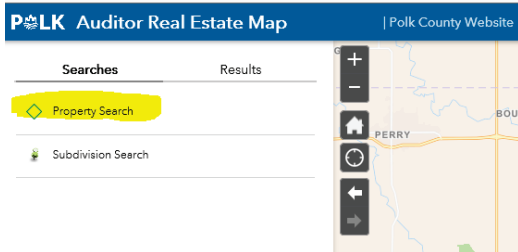
Below is a link to the website:

<https://gis1.polkcountyiowa.gov/portal/apps/webappviewer/index.html?id=49db18638f614d51b693660400daccb2>

1) Check the box that states “I agree to the above terms and conditions” and click OK (shown below):



2) In the top left hand side of the screen type in the address or parcel number in the property search box (as shown below) or zoom using mouse or tools on the screen to locate the desired property.



The map can be printed off and drawn on by hand or have the information added using the tools built into the application or downloaded and use other computer programs to draw in lines (paint, Adobe, sketchbook, etc.)

Add the following information to the site plan drawing and check the boxes to acknowledge the information is included.

With an aerial, these should already be included:

- Property boundary and lot dimensions
- Existing buildings and structures – house, garage, pole building, pool
- Existing ponds, streams drainage ways on property.
- Existing driveway and entrance location onto a public street

The items that need to be added to the drawing are:

- North Arrow (maps are usually oriented to the top of page being north)
- Existing or proposed septic system location including lateral lines or discharge line
- Distance from any part of septic system to proposed improvements.
- Proposed improvements – building, driveway, deck, etc.
- Dimension of proposed improvement
- Setback from the proposed building to each property lines. (Front property line is not the centerline of the street or the edge of the street)
- Distance from proposed improvement to existing house and other buildings on the property.

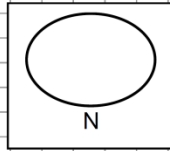
Polk County Public Works – Detailed Site Plan Drawing

SITE ADDRESS: _____

OWNER'S NAME: _____

APPLICANT'S NAME: _____

APPLICANT'S PHONE: _____



INSTRUCTIONS TO APPLICANT

Specify Site Address and Owner's Name.

Specify Name and Phone Number of person furnishing Site Plan information.

all streets must be identified.

Indicate lot dimensions.

All structures, existing and proposed, must be shown on the Site Plan. Dimensions of and distances to all lot lines from existing/proposed buildings must be indicated as well as distances between all proposed/and existing structures.

Indicate location of and distance to property entrance(s), existing and/or proposed. Dimensions from corner of property to center of drive should be indicated.

Indicate location of and distance to existing and proposed septic tank(s) and/or on site waste-water treatment system(s) and if applicable geothermal heat pumps.

Indicate location of ponds, streams, drainage ways, and/or ravines. All physical features must be shown.

Identify North Directional Arrow and indicate scale of Site Plan.

I, WE CERTIFY THAT THE PROPOSED CONSTRUCTION WILL CONFORM TO THE DIMENSIONS AND USES SHOWN ABOVE AND THAT NO CHANGES WILL BE MADE WITHOUT FIRST OBTAINING APPROVAL.

APPLICANT'S SIGNATURE _____

DATE _____

