



Polk County Public Works

5885 NE 14th Street
Des Moines, IA 50313
Phone: 515-286-3705
FAX: 515-286-3437

Email: publicworks@polkcountyiowa.gov

Pole Building Permit Application and Checklist
Please allow 5-7 Business Days for Permit Review and Approval

JOB SITE ADDRESS: _____ GEO PARCEL#: _____

OWNER: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

CONTRACTOR: _____ PHONE: _____

COMPANY: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

Size of proposed building (Dimensions) _____ X _____ Total square feet _____

Is there a lean-to or covered entry in addition to the building? YES NO If yes, please provide dimensions: _____ X _____

Height of proposed building to peak _____ (Height can be no greater than 24' or height of principal structure, whichever is greater)

Height of sidewall of proposed building _____ (Must provide engineered specifications if sidewall is over 14')

Closest distance to the house _____ (Must be a minimum of 10')

Description of proposed building and use: _____

Is any portion of the proposed building to be used for commercial or other business activities? YES NO
(If yes, you must apply for a Home Occupation Permit)

Is the building going to be connected to water? YES NO

If yes, for what purpose (Toilet, sink, outside spigot, etc.)? _____

If adding a restroom - is the property on septic or sewer? _____ (If Septic, a Septic Permit is required prior to review of permit).

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

- Pole Building Permit Application and Checklist Building Spec Sheet
- Engineered Truss Specifications
- Detailed Construction Plans- Electronic Copies Preferred
- Detailed Site Plan Drawing
- Proposed Building Staked

Stipulations:

- No construction shall start until the permit is issued.
- All work must be permitted prior to inspections.
- Unresolved zoning, subdivision, floodplain and health items may delay the issuance of any permit.
- No structure should be used or occupied until the Certificate of Occupancy is issued.
- A licensed electrical contractor is required, with permitting, to install an electrical service, meter and/or panel.

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 Compliance or Certificate of Occupancy/Use 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.

Print Name

Signature

Date

Building Spec Sheet for Pole Buildings

Please provide the following information:

Job Address: _____

Type of Use (Including size): _____

(Must provide engineered specifications from manufacturer if wall height above 14')

1. Footings: (48" minimum depth, 8" minimum concrete in bottom of the hole(mixed concrete or biscuits)

Depth below grade: _____

Size of post hole: _____

2. Slab system:

Thickness of slab: _____

Type of reinforcement: _____

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

3. Wall framing: (list size and grade of lumber) **(Must provide engineered specifications from manufacturer if wall height above 14')**

Size and spacing of posts: _____

Type of lateral bracing: _____

Type of siding: _____

4. Roof: (List size and grade of lumber) _____

5. Truss rafters: **Must provide engineered specifications from manufacturer**

Type of ceiling covering: _____

Type of attic ventilation: _____

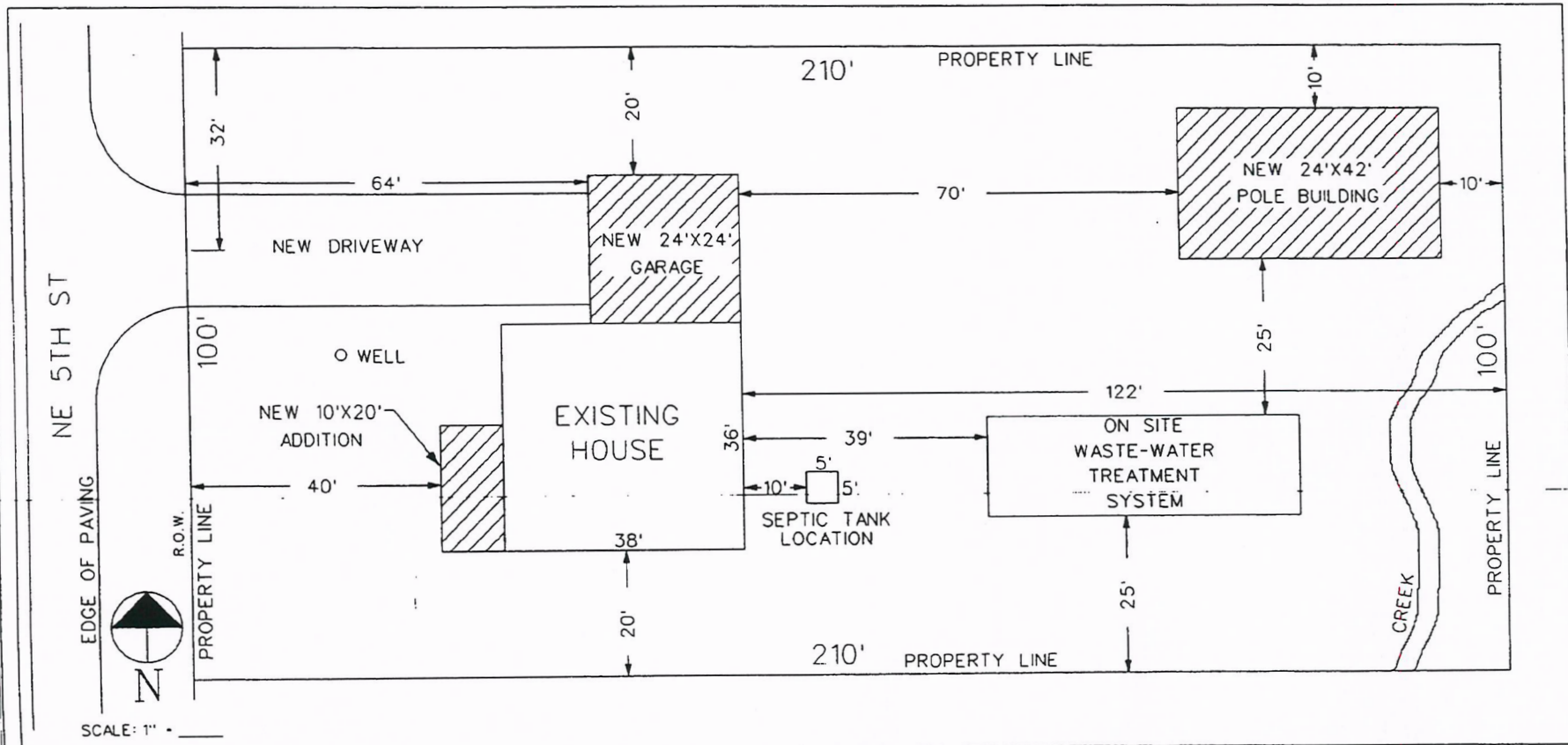
Comments/ Additional Information _____

Questions or to schedule inspections after the permit is issued 515-286-3705

RESIDENTIAL SITE PLAN INSTRUCTIONS

Required Information:

1. Specify Site Address and Owner's Name.
2. Specify Name and Phone Number of person furnishing Site Plan information.
3. All streets must be identified.
4. Indicate Lot Dimensions.
5. 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.
6. 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.
7. Indicate location of and distance to existing and proposed septic tank(s) and/or on site waste-water treatment system(s), if possible.
8. Indicate location of ponds, streams, drainage ways, and/or ravines. All physical features must be shown.
9. Identify North Directional Arrow and indicate scale of site plan.



ADDRESS: 101 NEW HOUSE LANE

OWNER: JOE BUILDER

APPLICANT: JOE BUILDER

PHONE: (515) 286-XXXX

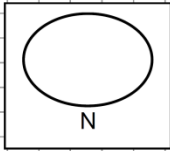
Polk County Public Works – Detailed Site Plan Drawing

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

