



Polk County Public Works
5885 NE 14th Street
Des Moines, IA 50313
(515) 286-3352

PERMIT PROCEDURE FOR RESIDENCES AND ACCESSORY BUILDINGS

STEP ONE - PREAPPLICATION INFORMATION

PLEASE NOTE DO NOT APPLY FOR YOUR BUILDING PERMIT UNLESS THE PROPOSED CONSTRUCTION IS PROPERLY MARKED OR STAKED ON THE PROPERTY.

The following items are required to make a permit application:

1. A **Legal Description** and Copy of **Recorded Deed** if there has been a change in Ownership within the last 30 days.
2. If a septic system is needed, results of a Soil **Perc Test** must be on file.
3. A **Detailed Site Plan** (drawn to scale, if possible) must be completed. **Illegible Site Plans or Site Plans on Perc-Tests will NOT be accepted.**
4. **Two sets of Detailed Construction Plans** for habitable dwellings and buildings or a **Review Sheet for Accessory Structures** are required.

WARNING: UNRESOLVED ZONING, SUBDIVISION, FLOODPLAIN, AND/OR HEALTH ISSUES COULD DELAY THE PERMIT. ASK FOR A CONFERENCE IF YOU ARE UNSURE ABOUT PROPERTY.

STEP TWO – APPLICATION AND PAYMENT

Once the Preapplication Information is available:

1. Permit Application(s) will be completed.
2. **All applicable fees must be paid at this time.**
3. **COMMERCIAL ONLY** – A Plan Review Fee (65% of the Building Permit cost) this fee plus the building permit fee is due when plans are turned in for review
4. In addition, the following items may be required as determined by the County:
 - a. Septic Permit (\$147 Residential, \$200 Commercial); or sewer fees for public sewer.
 - b. Geothermal well permit (if applicable) (\$160.50).
 - c. Entrance Permit
 - d. Res Check, this will be done by building inspector or you can download at <http://www.energycodes.gov/rescheck/>
 - e. Water source: well or water connection.
5. Stake the building location(s) on the property.
6. If necessary, the County will assign an address. **The address must be posted and visible at the driveway entrance.**

STEP THREE – APPLICATION REVIEW AND PERMIT ISSUANCE

1. Application(s) and other appropriate documents will be reviewed by Building, Zoning, Health and Public Works.
2. On-Site inspections for building, driveway and septic locations will be made.
3. Upon approval, appropriate permits will be issued and mailed to the Applicant.
4. **Permits must be posted conspicuously on the site.**

WARNING: ALL ELECTRICAL, MECHANICAL AND PLUMBING PERMITS MUST BE APPLIED FOR SEPARATELY. WORK MUST BE PERMITTED AND INSPECTED BEFORE PERMANENT POWER, GAS OR SEWER CAN BE RELEASED.

CONTRACTOR/OWNER/APPLICANT STATEMENT:

I have reviewed and understand the above requirements, and I understand that **this document is a part of the Building Application but not the actual Building Permit.** I understand that all the items listed above are required before a Building Permit will be issued and **construction work cannot begin until the Building Permit has been issued.** All the information supplied by me is true and correct to the best of my knowledge and belief.