



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

Permit Procedures for houses and accessory buildings

Checklist of items to be filled out or completed prior to applying

1. Complete Building Permit Application
2. Complete a **Detailed Site Plan** (drawn to scale, if possible) must be completed. **Illegible Site Plans will NOT be accepted.**
3. **Submit with application Two sets of Detailed Construction Plans** for habitable dwellings and buildings or a **Review Sheet for Accessory Structures** are required.
4. **Submit with application Energy Compliance Certificate.** Res Check, must be completed and submitted with application information available at: <http://www.energycodes.gov/rescheck/>
5. **Proposed building layout must be properly marked or staked on the property.**
6. Ownership within the last 30 days? A **Legal Description** and Copy of **Recorded Deed**
7. Septic or Sewer
 - a. If a septic system is needed, results of a Soils Analysis or Soil Perc Test must be submitted.
 - b. If sanitary sewer is available must complete Sanitary Sewer Connection Agreement.
8. Entrance: If new house or new entrance is proposed and entrance permit is also required.
9. Water:
 - a. Public water service connection fee
 - b. Well – well permit required
10. Geothermal well permit (if applicable)

Unresolved Zoning, Subdivision, Floodplain, Health items may delay the issuance of any permit.

All fees are due at time of application for permits

Application Review and Permit Issuance

1. Submit Application forms and other appropriate documents will be reviewed by Building, Zoning, Health and Public Works.
2. Site inspections will be conducted by Polk County for building, driveway, septic and well locations will be made.
3. Upon approval, appropriate permits will be issued and mailed or emailed to the Applicant.
4. **Permits should be posted conspicuously on the site, if possible.**

WARNING: All electrical, mechanical and plumbing permits must be applied for separately. All work must be permitted prior to inspections. No structure should be used or occupied until a certificate of use, occupancy or compliance is issued as appropriate.

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.