

## **Buildings Damaged by Flooding in unincorporated Polk County**

**Submit the following items to Polk County Public Works before repairing buildings located within the 100 Year Flood Plain that were damaged by flooding**

- Obtain and submit a copy of the market value of the flood damaged building. Applicant may use the assessed value from the Polk County Assessor's Office. Please also provide address, property owner's name and/or district and parcel number for each damaged building.
- Obtain and submit itemized listing from building contractor of all items in building needing repair such as sheet rock, carpeting, flooring, foundation and/or block and brick repair, plumbing, electrical & mechanical and so on. Also include the cost of each item and labor cost to repair each item.
- Submit completed Polk County building permit application.
- Submit completed Flood Plain Development Permit application.
- If the cost to repair the building prior to being damaged by flooding exceeds 50% of the market value, the building must be flood proofed. Contact a Land Surveyor/Civil Engineer to determine the required flood proofing. After building permit is issued by Polk County, the Land Surveyor/Civil Engineer shall submit an Elevation Certificate to Polk County as evidence of meeting the required flood proofing requirements for the building.

Damaged buildings covered by flood insurance may be eligible to receive up to \$30,000 in coverage to be applied to the Increased Cost of Compliance (ICC) associated with complying with elevation and flood proofing requirements. For more information contact the National Flood Insurance Program at 1-800-427-4661.

**For additional information or questions contact: Polk County Public Works, 5885 NE 14<sup>th</sup> ST, Des Moines, IA. 50313, 515-286-3705**

**<http://www.polkcountyia.gov/>**



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

**APPLICATION FOR BUILDING PERMIT**

**BLD 20** \_\_\_\_\_ - \_\_\_\_\_

PLEASE PRINT

**JOB SITE ADDRESS:** \_\_\_\_\_ **TOWNSHIP:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_ **PHONE:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **PHONE:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**LEGAL DESCRIPTION:**

District/Parcel: _____ - _____ - _____ - _____	Twtnshp: _____	Sec: _____	Ran: _____

**DESCRIPTION OF WORK:**

NEW	ADD/ALT	MOVE-ON	DEMO	OTHER
NUMBER OF STORIES:			NUMBER OF EXIST BLDGS:	
NUMBER OF BEDROOMS:			NUMBER OF EMPLOYEES:	
HEIGHT OF BLD TO PEAK:			PARKING REQUIRED:	YES ____ NO ____
ACCESSORY DIMENSIONS:				

**VALUATION:**

	Square Feet	Rate	Valuation
Unfinished Basement			
Finished Basement			
1 <sup>st</sup> Floor			
2 <sup>nd</sup> Floor			
Garage			
Deck, etc.			
Addition			
Accessory Structure			
Commercial			
			<b>TOTAL VALUATION</b>
			<b>PERMIT FEE</b>
			<b>FIRPL</b>
			<b>HHI</b>
			<b>MOVE-ON</b>
			<b>TOTAL BUILDING</b>
			<b>SEPTIC PERMIT FEE</b>
			<b>ENTRANCE PERMIT FEE</b>
			<b>TOTAL FEE</b>

\_\_\_\_ Entrance Permit

\_\_\_\_ Septic Permit

\_\_\_\_ Sewer Permit

**Water Source:**

\_\_\_\_ Well

\_\_\_\_ Public \_\_\_\_\_

**Has Property Been Staked?** \_\_\_\_\_

\_\_\_\_ I affirm I am the owner of this property and I am building the structure for my own use, and further that such property will not be offered for sale within one year from the date of occupancy. I affirm that the work described in this application is accurate and correct to the best of my knowledge and belief.

\_\_\_\_ I affirm I am a licensed contractor. My license is in full force and effect and I understand the work described herein in this application is accurate and correct to the best of my knowledge and belief.

I understand that 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 hereby acknowledge that I have read this permit and state that the above information is correct, and agree to comply with all ordinances and state and federal laws regulating activities covered by this permit.

\_\_\_\_\_  
 Contractor's Name/Signature Date \_\_\_\_\_

\_\_\_\_\_  
 Applicant or Owner's Name/Signature Date \_\_\_\_\_

POLK COUNTY FLOOD PLAIN DEVELOPMENT PERMIT/APPLICATION

Application # \_\_\_\_\_

Date: \_\_\_\_\_

TO THE ZONING ADMINISTRATOR: The undersigned hereby makes application for a Permit to develop in a flood plain. The work to be performed, including flood protection works, is as described below and in attachments hereto. The undersigned agrees that all such work shall be done in accordance with the requirements of the Polk County Zoning Ordinance for the Unincorporated Polk County, Iowa; Article 7. Natural Resources Protection, Section 1. Floodplains and with all other applicable County ordinances and the laws and regulations of the State of Iowa.

Owner or Agent \_\_\_\_\_ Date \_\_\_\_\_ Builder/Contractor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Telephone \_\_\_\_\_

1. Location \_\_\_\_ 1/4, \_\_\_\_ 1/4, Section \_\_\_\_, Range \_\_\_\_, Township \_\_\_\_\_  
Street Address \_\_\_\_\_  
If available, District # \_\_\_\_\_ Parcel # \_\_\_\_\_  
and exact legal description: \_\_\_\_\_  
\_\_\_\_\_

2. Type of Development:  
Filling \_\_\_\_\_ Grading \_\_\_\_\_ Excavation \_\_\_\_\_ Routine Maintenance \_\_\_\_\_  
Minor Improvement \_\_\_\_\_ Substantial Improvement \_\_\_\_\_ New Construction \_\_\_\_\_

3. Description of Development: \_\_\_\_\_  
\_\_\_\_\_

4. Premises: Size of Site \_\_\_\_\_ ft. x \_\_\_\_\_. Area of site \_\_\_\_\_  
Estimated cost \$ \_\_\_\_\_ Principal Use \_\_\_\_\_  
Accessory uses (storage, parking, etc.) \_\_\_\_\_

5. Addition or modification to nonconforming use? Yes \_\_\_\_\_ No \_\_\_\_\_  
Assessed value of structure \$ \_\_\_\_\_

6. Property located in a designated "Floodway" (FW District)? Yes \_\_\_\_\_ No \_\_\_\_\_

IF ANSWERED YES, CERTIFICATION MUST BE PROVIDED PRIOR TO THE ISSUANCE OF A PERMIT TO DEVELOP, THAT THE PROPOSED DEVELOPMENT WILL RESULT IN NO RISE/INCREASE IN THE BASE FLOOD (100-YEAR) ELEVATION.

7. Property located in a designated Floodplain (FP), Floodway Fringe (FF), or Shallow Flood (SF) District? (If yes, please circle the area that applies.) Yes \_\_\_\_\_ No \_\_\_\_\_

- a. Elevation of the Base (100-year) Flood \_\_\_\_\_ ft. NGVD
- b. Elevation/flood proofing requirement \_\_\_\_\_ ft. NGVD
- c. Elevation of the proposed development \_\_\_\_\_ ft. NGVD

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT FLOOR) OF ANY NEW OR SUBSTANTIALLY IMPROVED RESIDENTIAL BUILDING WILL BE ELEVATED 1.0 FT. ABOVE THE BASE FLOOD ELEVATION. IF THE PROPOSED DEVELOPMENT IS A NON-RESIDENTIAL BUILDING, THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE LOWEST FLOOR (INCLUDING BASEMENT) OF A NEW OR SUBSTANTIALLY IMPROVED NON-RESIDENTIAL BUILDING WILL BE ELEVATED OR FLOODPROOFED 1.0 FT. ABOVE THE BASE FLOOD ELEVATION.

8. Source of Base Flood Elevation Data if not available on FIRM \_\_\_\_\_  
\_\_\_\_\_

Panel number of FIRM \_\_\_\_\_

9. Other permits required?

Corps of Engineers 404 permit: Yes \_\_\_\_\_ No \_\_\_\_\_

Iowa Department of Natural Resources: Yes \_\_\_\_\_ No \_\_\_\_\_

Other \_\_\_\_\_

All provisions of the Polk County Flood Insurance Study, shall be complied with.

THIS PERMIT IS ISSUED WITH THE CONDITION THAT THE DEVELOPER/OWNER WILL PROVIDE, IF REQUIRED, CERTIFICATION BY A REGISTERED ENGINEER, ARCHITECT, OR LAND SURVEYOR OF THE "AS-BUILT" LOWEST FLOOR (INCLUDING BASEMENT) ELEVATION OF ANY NEW OR SUBSTANTIALLY IMPROVED BUILDING AND/OR STRUCTURE COVERED BY THIS PERMIT.

Plans and specifications approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Developer/Owner

\_\_\_\_\_  
Authorizing Official