



**Polk County Public Works**

5885 NE 14<sup>th</sup> Street

Des Moines, IA 50313

[publicworks@polkcountyiowa.gov](mailto:publicworks@polkcountyiowa.gov)

515-286-3705

Permit # \_\_\_\_\_

**Pole Building Permit Application and Checklist**

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

\*Must apply for home occupation permit if yes

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? \_\_\_\_\_

**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- 2 Copies: PDF & hard copy

\_\_\_\_\_ Detailed Site Plan Drawing

\_\_\_\_\_ Proposed building staked

-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.

-If an electrical, mechanical, or plumbing permit is needed, they must be applied for separately by a state licensed contractor.

**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.

\*Please allow 5-7 business days for permit review and approval

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 \_\_\_\_\_

\_\_\_\_\_

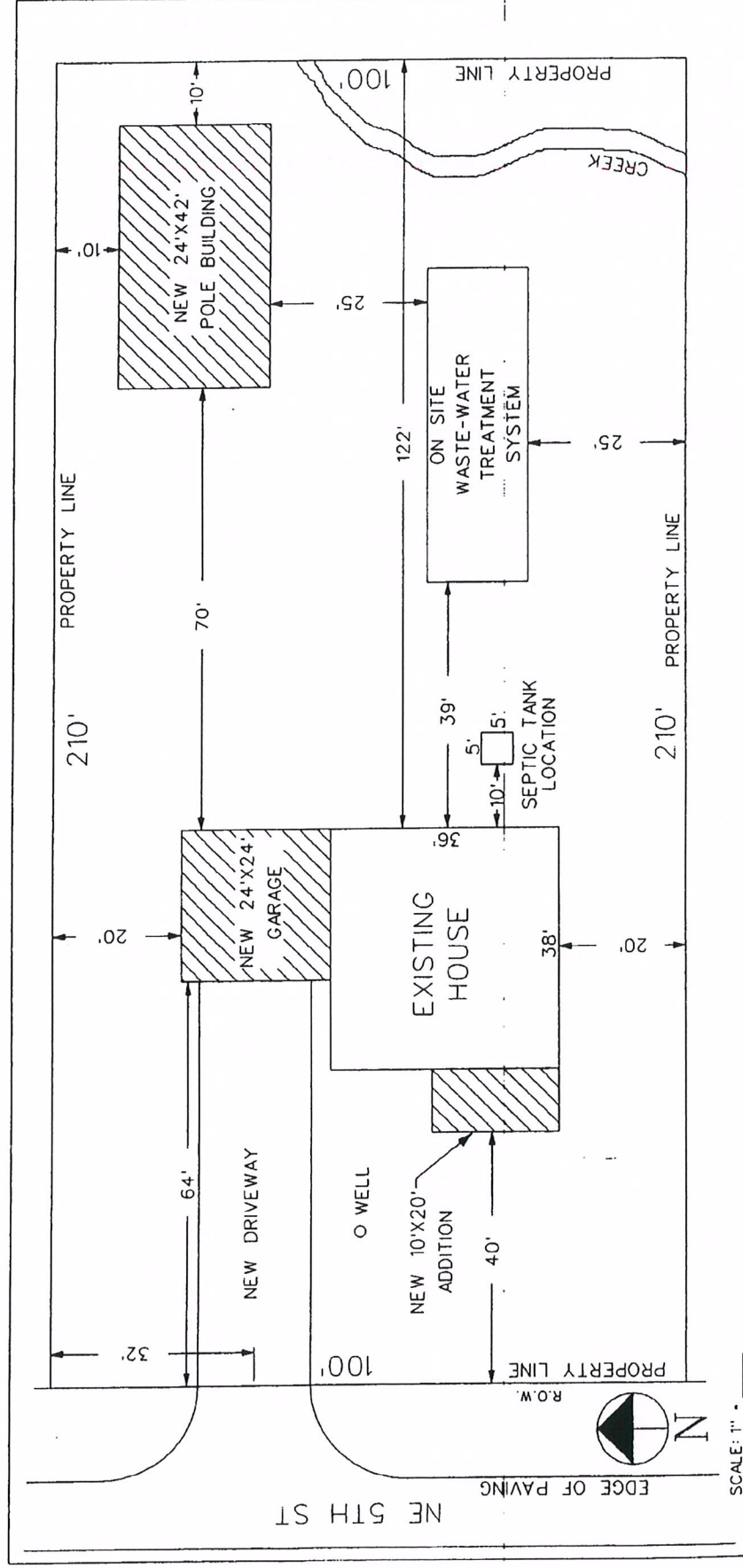
\_\_\_\_\_

Questions or to schedule inspections after the permit is issued 286-3352

# 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 entrances(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 – Site Plan Worksheet

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.

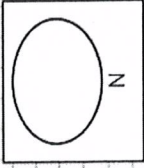
Indicate location of ponds, streams, drainage ways, and/or ravines. All physical features must be shown.

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



Grid area for drawing the site plan.