



**Polk County Public Works**

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

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

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

**Please Allow 5 – 7 Business Days for Permit Review and Approval**

**Shed 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)

Closest distance to the house \_\_\_\_\_ (Must be a minimum of 10') Anchor design (Tie-down or U-bolts):

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 the application packet:**

- |                                       |   |
|---------------------------------------|---|
| Shed Permit Application and Checklist | Proposed Building Staked                                  |
| Building Spec Sheet                   | Engineered Truss Specifications, if applicable            |
| Detailed Site Plan Drawing            | Detailed Construction Plans (2 copies: PDF and Hard Copy) |

**Stipulations:**

- No construction shall start until the permit is issued.
- All work must be permitted prior to inspections.
- Unresolved zoning, subdivision, floodplain and/or health items may delay the issuance of any permit. No structure should be used or occupied until the Certificate of Occupancy/Use 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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Shed Building Spec Sheet

Job Address: \_\_\_\_\_

Type of Use (Including size): \_\_\_\_\_

1. Footings: (42" minimum frost depth) (if over 1008 sq. ft.)

Depth below grade: \_\_\_\_\_

Size of footing or trench: \_\_\_\_\_

Size and type of reinforcement: \_\_\_\_\_

2. Foundation wall:

Thickness and type: \_\_\_\_\_

Type of waterproofing: \_\_\_\_\_

Spacing of anchor bolts: (1/2" dia. Min.) \_\_\_\_\_

3. Slab system:

Thickness of slab: \_\_\_\_\_

Type of reinforcement: \_\_\_\_\_

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

4. Floor framing: (list size and grade of lumber) (sheds can be of treated lumber)

Size of support beam(s): \_\_\_\_\_

Spacing of support beam posts: \_\_\_\_\_

Size, span and spacing of floor joist: \_\_\_\_\_

Type of floor sheathing: \_\_\_\_\_

5. Wall framing: (list size and grade of lumber)

Size and spacing of wall studs: \_\_\_\_\_

Type of wind bracing: \_\_\_\_\_

Thickness and type of insulation: \_\_\_\_\_

Type of siding: \_\_\_\_\_

Type of interior wall covering: \_\_\_\_\_

6. Roof and ceiling: (List size and grade of lumber)

Size, span and spacing of ceiling joists: \_\_\_\_\_

Size, span and spacing of roof rafters: \_\_\_\_\_

Truss rafters: **Must provide design data from manufacturer**

Thickness and type of insulation: \_\_\_\_\_

Type of ceiling covering: \_\_\_\_\_

Type of attic ventilation: \_\_\_\_\_

Comments/ Additional Information \_\_\_\_\_

\_\_\_\_\_

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

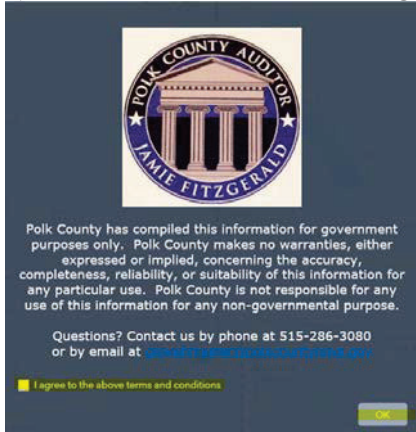
## Residential Permit –Site Plan Instructions/Checklist

It is recommended that an aerial from the Polk County Online GIS Website, that shows property lines and existing building(s), is used as the base map for your site plan drawing.

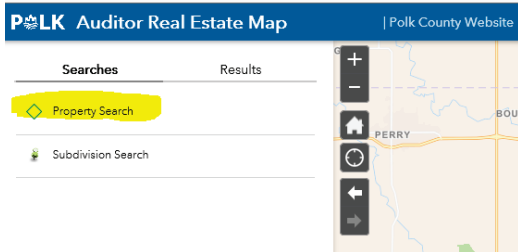
Below is a link to the website:

<https://gis1.polkcountyiowa.gov/portal/apps/webappviewer/index.html?id=49db18638f614d51b693660400daccb2>

1) Check the box that states “I agree to the above terms and conditions” and click OK (shown below):



2) In the top left hand side of the screen type in the address or parcel number in the property search box (as shown below) or zoom using mouse or tools on the screen to locate the desired property.



The map can be printed off and drawn on by hand or have the information added using the tools built into the application or downloaded and use other computer programs to draw in lines (paint, Adobe, sketchbook, etc.)

Add the following information to the site plan drawing and check the boxes to acknowledge the information is included.

With an aerial, these should already be included:

- Property boundary and lot dimensions
- Existing buildings and structures – house, garage, pole building, pool
- Existing ponds, streams drainage ways on property.
- Existing driveway and entrance location onto a public street

The items that need to be added to the drawing are:

- North Arrow (maps are usually oriented to the top of page being north)
- Existing or proposed septic system location including lateral lines or discharge line
- Distance from any part of septic system to proposed improvements.
- Proposed improvements – building, driveway, deck, etc.
- Dimension of proposed improvement
- Setback from the proposed building to each property lines. (Front property line is not the centerline of the street or the edge of the street)
- Distance from proposed improvement to existing house and other buildings on the property.

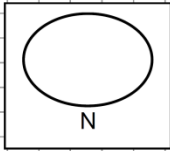
Polk County Public Works – Detailed Site Plan Drawing

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 \_\_\_\_\_

