



Polk County Public Works
5885 NE 14th Street
Des Moines, IA 50313
publicworks@polkcountyiowa.gov
515-286-3705

Addition to Single Family Home Building Permit Application and Checklist

PROJECT ADDRESS: _____

Checklist of items to be filled out or completed prior to submitting application packet:

- _____ Building Permit Application and checklist
- _____ Detailed Construction Plans- 2 Copies: PDF & hard copy
- _____ Engineered Truss Specifications
- _____ Detailed Site Plan Drawing
- _____ Proposed building addition staked

Is the property on a septic system? YES/NO

Are you adding bedrooms? YES/NO

*If yes to the questions above, a new or expanded septic system may be required. If a new system is needed, or the current system needs expanded, you must have a contractor licensed with Polk County; complete the application for Onsite Wastewater Treatment Disposal System. Please contact Public Works at 286-3705 to find out the requirements and capacity of your current system.

Is the property on sanitary sewer? YES/NO

Are you adding Geothermal? YES/NO.

*If yes, a geothermal- well permit application must be submitted for vertical geothermal wells and horizontal wells at 20' depth or greater.

-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.

-All electrical, mechanical, or plumbing permits must be applied for separately by a state licensed contractor.



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Permit # _____

Addition to Single Family Home Building Permit Application

JOB SITE ADDRESS: _____ TOWNSHIP: _____

GEO PARCEL: _____ DISTRICT PARCEL: _____

OWNER: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

CONTRACTOR: _____ PHONE: _____

COMPANY: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

Height of proposed building to peak: _____ Total # of bedrooms: _____

Is any portion of the proposed home to be used for commercial or other business activities? YES/ NO

*If yes, a home occupation permit must be applied for

Fill in the square footage of the proposed home in the appropriate row:

	Square Feet	Rate	Valuation
Unfinished basement			
Finished basement			
1st Floor			
2nd Floor			
Garage			
3 or 4 season room/ enclosed deck			
Front Porch/Stoop- Covered/Uncovered			
		Total Valuation	
		Permit fee	
		Total Building	
		Septic Fee	
		TOTAL FEE	

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 Occupancy 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.

I affirm I am the owner or licensed contractor of this property. I hereby acknowledge that I have read this permit and state that the information is correct, and agree to comply with all ordinances and state and federal laws regulating activities covered by this permit.

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

Print Name

Signature

Date

Building Spec Sheet

Job Address: _____

Type of Use (Including size): _____

1. Footings: (42" minimum frost depth)

Depth below grade: _____

Size of footing or trench: _____

Size and type of reinforcement: _____

2. Foundation wall: (footing tiles to be placed beside footing and in each egress window)

Thickness and type: _____

Type of waterproofing: _____

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

3. Slab system: (structural only)

Thickness of slab: _____

Type of reinforcement: _____

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

4. Floor framing: (list size and grade of 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: _____

Double Top Plates Required

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: _____

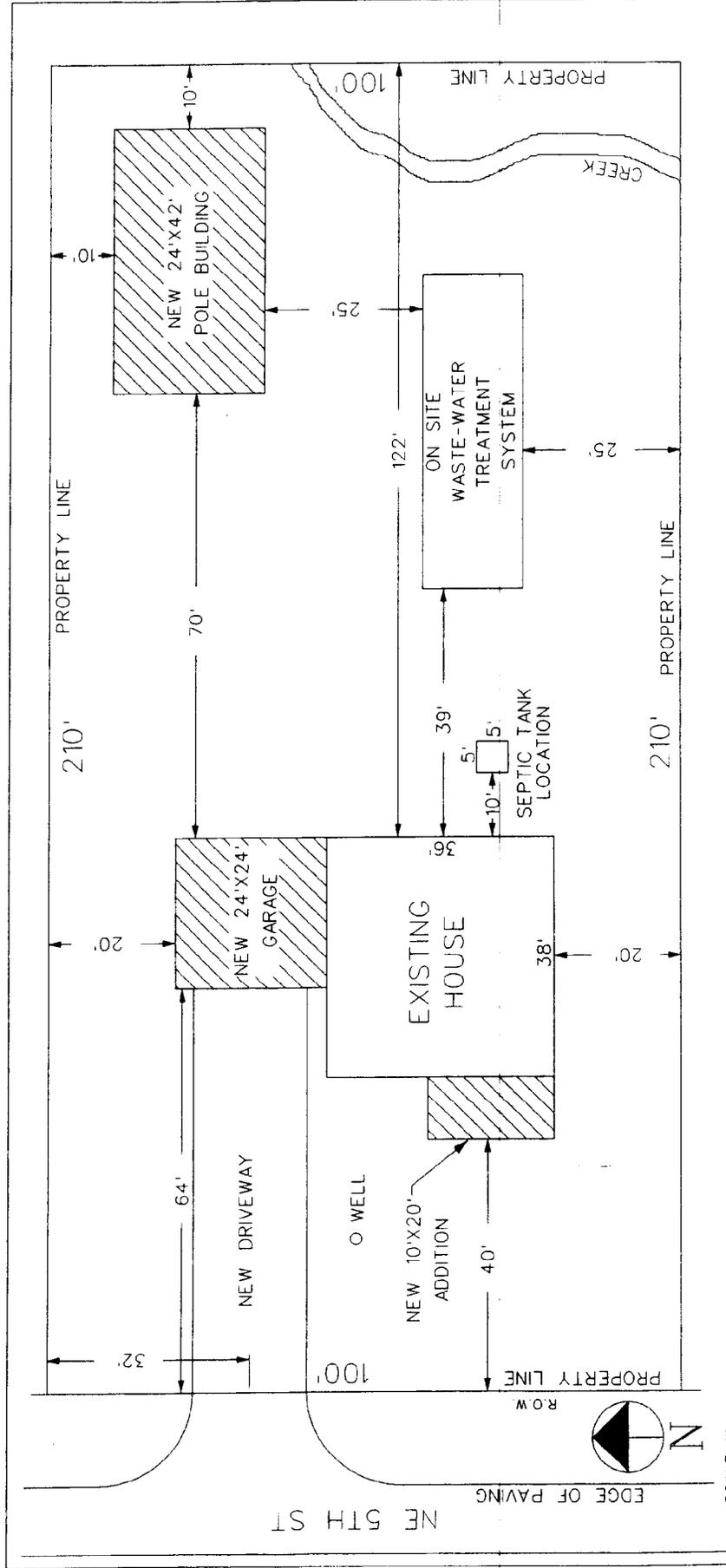
Comments/ Additional Information _____

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

RESIDENTIAL 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 entrance(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.



SCALE: 1" = 10'

ADDRESS: 101 NEW HOUSE LANE OWNER: JOE BUILDER APPLICANT: JOE BUILDER PHONE: (515) 286-XXXX

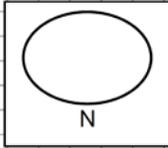
Polk County Public Works – Site Plan Worksheet

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 _____

