



# BUILDING PERMIT APPLICATION

**MILLS COUNTY, IOWA**  
**BUILDING & ZONING**  
**DEPARTMENT**  
 403 RAILROAD AVENUE  
 GLENWOOD, IA 51534  
 Phone: 712-527-4347  
 Fax: 712-527-4439

Permit Amount	Township	Permit Number
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JOB SITE ADDRESS:		PARCEL NUMBER:	
LEGAL DESCRIPTION: <input type="checkbox"/> Attachment			ACREAGE:
ZONING DISTRICT: <input type="checkbox"/> AG (Agricultural) <input type="checkbox"/> AR (Agricultural-Residential) <input type="checkbox"/> LH (Loess Hills Conservation Develop.) <input type="checkbox"/> V (Village) <input type="checkbox"/> C-1 (Commercial Convenience) <input type="checkbox"/> C-2 (Commercial Highway Oriented) <input type="checkbox"/> I (Industrial) <input type="checkbox"/> OS (Open Space)			
PROPERTY OWNER:		PHONE NUMBER:	
PROPERTY OWNERS EMAIL:			
PROPERTY OWNERS ADDRESS:		STATE:	ZIP CODE:
GENERAL CONTRACTOR NAME:		STATE LICENSE #:	PHONE NUMBER:
GENERAL CONTRACTOR EMAIL:			
CONTRACTOR MAILING ADDRESS:		STATE:	ZIP CODE:

**Building Type/Use:**     Single Family    Two-family (Duplex)    Other \_\_\_\_\_

**Class of Work:**         New Structure    Addition    Renovation    Other \_\_\_\_\_

CONSTRUCTION INFORMATION		
PROPOSED CONSTRUCTION DESCRIPTION:		
ESTIMATED CONSTRUCTION COST: \$	PROPOSED BUILDING AREA (square footage):	TYPE OF CONSTRUCTION:
PERMIT FEES		AMOUNTS
<b>Recorder Fees</b>		<b>\$17.00</b>
	<b>Total Amount</b>	<b>\$</b>

Applicant is responsible for obtaining all other necessary permits or approvals related to the proposed activity, including those that may be required by the State or Federal Government. Applicant will save, indemnify, and keep harmless the County of Mills, Iowa its officers, employees, and agents against all liabilities, judgments cost, and expenses which may accrue against them in consequence of the granting of this permit. Construction of any building or structure shall be in accordance with the applicable provisions of the state building code, subject, however to the power granted to the board of review in section 103A.16. Applicant understands all permit fees are non-refundable except as set forth in section 24.1.74 Refunds of Chapter 24 - Building and Property Maintenance of the Mills County Code of Ordinances. Signature constitutes an attestation by the applicant that application complies with all covenants, conditions, and restrictions.

APPLICANTS SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

Issued By:	Date:

## SECTION A – PERMIT FEES

### **BUILDING PERMIT FEES**

<b>PERMIT TYPE</b>	<b>FEE</b>
Carports:	\$50.00
Lean to/Awning:	\$50.00
Demolition:	\$75.00
Decks, Covered Patios, and Porches per structure:	\$100.00
Above Ground Pool:	\$50.00
Inground Pool:	\$500.00
<b>Garages and Accessory Structures:</b>	
Less Than 200 Sq Ft.	No permit required
201 Sq. Ft. to 1000 Sq. Ft.	\$300.00
1001 Sq. Ft. and greater	\$500.00
For each additional finished area, i.e., a full bathroom, recreational room, office space, etc.	\$100.00
<b>New Residences:</b>	
Single-Family Residence	\$1000.00
Multi-Family Residence (2+ units)	\$750.00 first unit + \$250.00 per additional unit
<b>Residential Addition to Existing Structure:</b>	\$500.00
<b>Residential Interior Renovation:</b>	\$250.00
<b>Mobile/Modular/Manufactured Homes:</b>	\$250.00
<b>Mobile Home in Mobile Home Park:</b>	\$150.00
<b>Relocation of Existing Structure:</b>	\$500.00
<b>Signs:</b>	
Wall; Projecting; Window:	\$100.00
Directional; Pole; Monument:	\$500.00
<b>Commercial Structures:</b>	One percent of valuation with a minimum of \$300.00.
<b>Permanent Structured Gate:</b>	\$100.00
<b>Permanent Grandstand Seating:</b>	\$100.00
<b>Communication Towers:</b>	
New Towers:	\$2,500.00
Existing Towers:	\$1,000.00
Generators:	\$500.00

<b>Solar Energy Systems:</b>	
Residential:	\$100.00
Commercial:	
System Size: 0-50 kilowatts (kW-dc)	\$300.00
51-100 kilowatts (kW-dc)	\$500.00
101-500 kilowatts (kW-dc)	\$1,000.00
501 - 1000 kilowatts (kW-dc)	\$3,000.00
1001 - 2000 kilowatts (kW-dc)	\$6,000.00
> 2000 kilowatts (kW-dc)	\$200.00 for each additional 0-100 kilowatts (Maximum of \$10,000.00)

## SECTION B – ZONING INFORMATION

<b>SITE AREA PER UNIT</b>	<b>V</b>	<b>AG</b>	<b>AR</b>	<b>LH</b>
<b>Minimum front yard</b>	<b>NA</b>	<b>75 ft</b>	<b>75 ft</b>	<b>75 ft</b>
<b>Minimum front yard - Major subdivision</b> <i>(with public water and sewer)</i>	<b>NA</b>	<b>25 ft</b>	<b>25 ft</b>	<b>25 ft</b>
<b>Minimum side yard</b>	<b>NA</b>	<b>10 ft</b>	<b>10 ft</b>	<b>10 ft</b>
<b>Minimum rear yard</b>	<b>NA</b>	<b>25 ft</b>	<b>25 ft</b>	<b>25 ft</b>
<b>Maximum height</b>	<b>35 ft</b>	<b>NA</b>	<b>35 ft</b>	<b>35 ft</b>
<b>Maximum building coverage</b>	<b>NA</b>	<b>5%*</b>	<b>15%*</b>	<b>5%*</b>
<b>Maximum impervious coverage</b> <i>(excluding structures)</i>	<b>NA</b>	<b>10%*</b>	<b>10%*</b>	<b>10%*</b>
<b>Grading Permit Standards</b> <i>(County Code Section 7)</i>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Conservation Development</b> <i>(County Code Section 5)</i>	<b>No</b>	<b>No</b>	<b>No</b>	<b>Yes</b>
<b>Landscape Requirement</b> <i>(County Code Section 27.6.3)</i>	<b>No</b>	<b>No</b>	<b>For Special Permit Uses</b>	<b>For Special Permit Uses</b>
<b>Buffer yard Requirement</b> <i>(County Code Section 27.6.5)</i>	<b>No</b>	<b>No</b>	<b>For Special Permit Uses</b>	<b>Yes</b>

**V** – Village District   **AG** – Agricultural District   **AR** – Agricultural/Residential District   **LH** – Loess Hills Conservation Development

Notes:

- *Density, front yard setback, building coverage, impervious coverage and height requirements may be varied within Planned Unit Developments as set forth in Section 20.7(4).*
- *In Loess Hills Conservation Development, the development criteria and grading permit standards may be the same as in the Agriculture/Residential District, if the land has crop land history as proven by Farm Service Agency (FSA) maps.*

\* *Not applicable to existing non-conforming lots as approved by the County Zoning Official/Officer.*

# SECTION C- FLOOD PLAIN DEVELOPMENT

<b>Rate Map Information</b>		Rate Map		Flood Zone:			Floodplain?		Floodway?	
				<input type="checkbox"/> .2%	<input type="checkbox"/> A4	<input type="checkbox"/> A7	<input type="checkbox"/> AH	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
				<input type="checkbox"/> A	<input type="checkbox"/> A5	<input type="checkbox"/> A8	<input type="checkbox"/> B	<input type="checkbox"/> No	<input type="checkbox"/> No	
				<input type="checkbox"/> A3	<input type="checkbox"/> A6	<input type="checkbox"/> A9	<input type="checkbox"/> C			
<b>PROJECT DESCRIPTION</b>	<b>Type of Development</b>	<input type="checkbox"/> Filing <input type="checkbox"/> Routine Maintenance <input type="checkbox"/> Substantial Improvement		<input type="checkbox"/> Grading/Excavation <input type="checkbox"/> Minor Improvement <input type="checkbox"/> New Construction (Skip Structural Improvements)						
	<b>Detailed Description of Development Proposed</b>	<input type="checkbox"/> Per Attachment								
<b>STRUCTURAL IMPROVEMENTS</b>	<b>Is the existing structure non-conforming?</b>	<input type="checkbox"/> Not Applicable <input type="checkbox"/> There is no existing structure <input type="checkbox"/> Yes <input type="checkbox"/> No								
	<b>Size of existing structure(s):</b>									
	<b>Value of existing structure(s):</b>	\$	Source of value of existing structure		<input type="checkbox"/> Assessor		<input type="checkbox"/> Appraisal			
	<b>Size of proposed structure and/or addition:</b>									
	<b>Estimated cost of improvements:</b>	\$								
	<b>Type of structure being constructed/improved:</b>	<input type="checkbox"/> Residential Dwelling <input type="checkbox"/> Non-Residential <input type="checkbox"/> Accessory Building <input type="checkbox"/> Other:								
<b>FLOODPLAIN/FLOODWAY DATA</b>	<b>Is property located in a designated floodway?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> 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 increase in the 100-year base flood elevation. <b>No new residential or substantially improved buildings are permitted in the floodway.</b>						
	<b>Is property located in a designated floodway fringe?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		If this permit is issued, it will be with the condition that the lowest floor (including basement) of any new or substantially improved residential building will be elevated at least 1.0 foot above the 100-year base flood elevation. If the proposed development is a non-residential building, this permit will be issued with the condition that the lowest floor (including basement) of a new or substantially improved non-residential building will be elevated or flood proofed to at least 1.0 foot above the 100-year base flood elevation. Detached accessory structures to a residential use may be exempt if it meets certain criteria. Contact the Planning Dept. for details.						
	<b>MSL/NGVD=Mean Sea Level/National Geodetic Vertical Datum of 1929</b>	Elevation of the 100-Year Base Flood:				MSL/NGVD:				
		Elevation of the proposed development site (natural ground/grade):				MSL/NGVD:				
	Required elevation/flood proofing level for lowest floor:				MSL/NGVD:					
	Proposed elevation/flood proofing level for lowest floor (including basement):				MSL/NGVD:					

Please make certain that you want to proceed with this project when you submit your application. The fees that you submit are not refundable once the application is submitted.

## SECTION D- Required Documentation/ Process

### Items required for applying for a Residential Permit:

- Completed permit application
- Engineered approved Building plans (included with the plans)
  - A cover sheet shall be provided with the square footage of the following:
    1. Main living space
    2. Finished or unfinished basement
    3. Garage
    4. Decks/Porches
- Site Plan, homes shall meet the required setbacks.
- Proof of E-911 address
- Rescheck from: [www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck)
- A copy of the state electrical permit.
- Documentation of direct access or service supply to sanitary sewer or properly permitted septic system. Also, verification of direct access to public water supply or properly permitted well system.
- If in a flood plain a letter from an engineer or land surveyor stating that the building will be at least 1.0 foot above the 100-year base flood elevation, please see Section C.

**Mills County reserves the right to ask the Homeowner/Contractor to remedy any violation of the Iowa State Code.**

### Items required to final your permit with the Building and Zoning Office and to receive a Certificate of Occupancy/Completion:

A certificate of occupancy or completion shall be provided, upon request, for a building or structure constructed in accordance with the provisions of the state building code if the permittee provides verification of the following:

- All the above listed items
- Certificate of Insulation
- Proof of Electrical Inspections **(final/pass)** from the State of Iowa
- Contractor Certificate of Compliance, the contractor and all subcontractors shall sign (in the appropriate space) they have completed their job, i.e., Footings, Plumbing, Mechanical, Framing as dictated by the State of Iowa Building Code.

The examination and approval or disapproval of plans and specifications, the issuance and revocation of building permits, licenses, certificates, and similar documents, the inspection of buildings or structures, and the administration and enforcement of building regulations shall be the responsibility of the governmental subdivisions of the state and shall be administered and enforced in the manner prescribed by local law or ordinance. All provisions of law relating to the administration and enforcement of local building regulations in any governmental subdivision shall be applicable to the administration and enforcement of the state building code in the governmental subdivision. An application made to a local building department or to a state agency for permission to construct a building or structure pursuant to the provisions of the state building code shall, in addition to any other requirement, be signed by the owner or the owner's authorized agent, and shall contain the address of the owner, and a statement that the application is made for permission to construct in accordance with the provisions of the code. The application shall also specifically include a statement that the construction will be in accordance with all applicable energy conservation requirements.

## SECTION E- Contractor Certificate of Compliance

*The person responsible for the following items must fill out and indicate whether their work was completed in compliance with the state building code set out in Iowa Code Chapter 103A. By signing next to a "VERIFIED" checked box, you are certifying that you have inspected the specified item and that it complies with the state building code. By checking "UNVERIFIED", you are indicating that you have failed to inspect the work and/or that it was not completed in compliance with the state building code. If work is unverified, the Building Official (Building and Zoning Department) reserves the right to issue a certificate of non-compliance.*

**ITEMS:**

**Please Check (only one which applies): SIGNATURE:**

	VERIFIED	UNVERIFIED	N/A	
<b>FOUNDATION INSPECTION:</b>				
Location/setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exterior Footings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Interior/Pier Footings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Deck/Patio Piers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

<b>BASEMENT WALLS:</b>				
Concrete Poured Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
CMU Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

<b>UNDER-GROUND /SLAB:</b>				
Floor Framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
M/P Rough in's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Radiant Heat Piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

<b>EXTERIOR SHELL:</b>				
Exterior Sheathing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wall/Roof Hold-downs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

<b>ROUGH IN/FRAMING:</b>				
Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**INSULATION:**

A certificate of insulation will be provided to Mills County Building and Zoning Office.

Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Underfloor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exterior Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ceiling/Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**FIRE PROTECTION:**

Under -stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Garage Walls & Door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Garage Ceiling/Floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**ELECTRIC:**

All electrical will be permitted and installed as required by the State of Iowa.

**ITEMS:**

**Please Check (only one which applies):**

**SIGNATURE:**

**FINAL:**

	VERIFIED	UNVERIFIED	N/A	
Site Drainage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Exterior Building Completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
HD Septic Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
HD Wells Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
911 Address Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Gas Connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Property Owner:  
\_\_\_\_\_

Permit number: \_\_\_\_\_

Project Address:  
\_\_\_\_\_

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

Contractor Name: \_\_\_\_\_  
(Please Print)