



BUILDING PERMIT APPLICATION

MILLS COUNTY, IOWA
BUILDING & ZONING DEPARTMENT
 403 RAILROAD AVENUE
 GLENWOOD, IA 51534
 Phone: 712-527-4347
 Fax: 712-527-4439
 Website: www.millscountyiowa.gov

		Permit Amount	Township	Permit Number
JOB SITE ADDRESS:			PARCEL NUMBER:	
LEGAL DESCRIPTION: ☐ Attachment				ACREAGE:
ZONING DISTRICT: ☐ AG (Agricultural) ☐ AR (Agricultural-Residential) ☐ LH (Loess Hills Conservation Develop.) ☐ V (Village) ☐ C-1 (Commercial Convenience) ☐ C-2 (Commercial Highway Oriented) ☐ I (Industrial) ☐ 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
Recorder Fees		\$17.00
		Total Amount
		\$

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:

ATTACHMENT A
BUILDING PERMIT FEES EFFECTIVE
January 1, 2026

PERMIT TYPE	FEE
Carports	\$60.00
Lean to/Awning	\$60.00
Demolition	\$80.00
Decks, Covered Patios, and Porches per Structure	\$105.00
Above Ground Pool	\$60.00
Inground Pool	\$525.00
Accessory Structures (Including Garages)	
Less Than 200 Sq Ft	No Fee
201 Sq Ft to 1000 Sq Ft	\$320.00
1001 Sq Ft and Greater	\$525.00
For Each Additional Finished Area, i.e. a full bathroom, recreational room, office space, etc.	\$105.00
New Residences	
Single Family Residence	\$1050.00
Multi Family Residence (2+ Units)	\$775.00 First Unit +\$250.00 Per Additional Unit
Other Residential Fees	
Residential Addition to Existing Structure	\$525.00
Residential Interior Renovation	\$275.00
Mobile/Modular/Manufactured Homes	\$275.00
Mobile Home in Mobile Home Park	\$175.00
Relocation of Existing Structure	\$525.00
Signs	
Wall; Projecting; Window	\$125.00
Directional; Pole; Monument	\$525.00
Commercial Structures	One percent of valuation with a minimum of \$300.00.
Permanent Structured Gate	\$105.00
Permanent Grandstand Seating	\$105.00
Communication Towers	
New Tower	\$2,625.00
Existing Tower	\$1,050.00
Generators	\$525.00
Hotel/Motels	\$30.00 per unit, minimum of \$500.00
Solar Energy System	
Residential	\$125.00
Commercial – System Size	All sizes of commercial solar-
0- >2001 Kilowatts (kW-dc)	One percent of the valuation with a minimum of \$300.00

ZONING PERMIT FEES
EFFECTIVE May 9, 2023

PERMIT TYPE	FEE
Conditional Use Permit	\$350.00
Conditional Use Permit for Resource Extraction	\$450.00
Conditional Use Permit for Utility Scale Solar	\$1,500.00
Variance	\$300.00
Zoning District Amendment	\$500.00

**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 B – ZONING INFORMATION

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

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

Rate Map Information		Rate Map			Flood Zone: ☐ .2% ☐ A4 ☐ A7 ☐ AH ☐ A ☐ A5 ☐ A8 ☐ B ☐ A3 ☐ A6 ☐ A9 ☐ C			Floodplain? ☐ Yes ☐ No		Floodway? ☐ Yes ☐ No	
PROJECT DESCRIPTION	Type of Development	☐ Filing ☐ Routine Maintenance ☐ Substantial Improvement ☐ Grading/Excavation ☐ Minor Improvement ☐ New Construction (Skip Structural Improvements)									
	Detailed Description of Development Proposed	☐ Per Attachment									
STRUCTURAL IMPROVEMENTS	Is the existing structure non-conforming?	☐ Not Applicable ☐ There is no existing structure ☐ Yes ☐ No									
	Size of existing structure(s):										
	Value of existing structure(s):	\$		Source of value of existing structure		☐ Assessor ☐ Appraisal					
	Size of proposed structure and/or addition:										
	Estimated cost of improvements:	\$									
	Type of structure being constructed/improved:	☐ Residential Dwelling ☐ Non-Residential ☐ Accessory Building ☐ Other: 									
FLOODPLAIN/FLOODWAY DATA	Is property located in a designated floodway?	☐ 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 increase in the 100-year base flood elevation. No new residential or substantially improved buildings are permitted in the floodway.							
	Is property located in a designated floodway fringe?	☐ Yes ☐ 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.							
	MSL/NGVD=Mean Sea Level/National Geodetic Vertical Datum of 1929	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
- 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 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.

