



Permit Application And Building Guide

Pottawattamie County
Planning & Development Department
Building & Safety Division

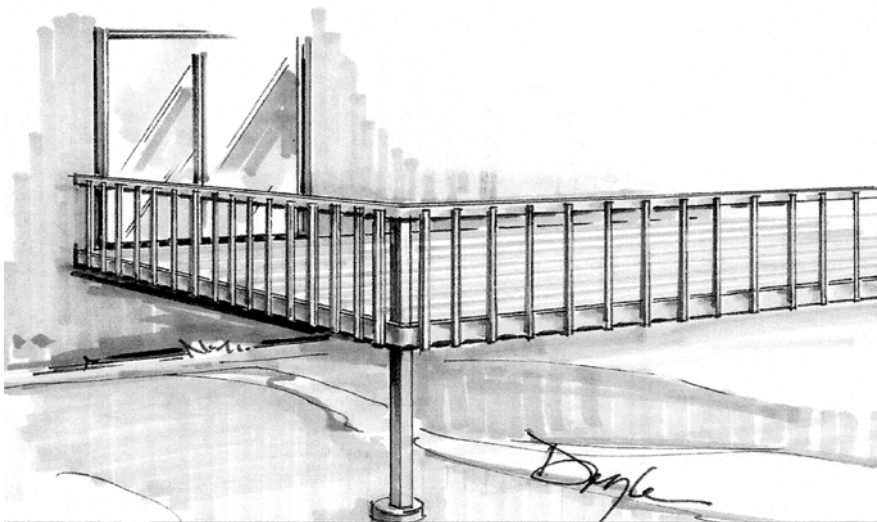
Single Family Residential Decks and Porches-Uncovered

How to Use this Guide

1. **Review this Building Guide**
2. **Provide two (2) sets of plans (required if not a typical deck) (minimum 11" x 17" paper size), or**
3. **Fill out the building guide, and**
4. **Provide a site plan**
5. **Fill out the enclosed permit application**
6. **Fill out a Permit Valuation Worksheet**

The majority of permit applications are processed with little delay, within 7 – 10 working days. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.

INCOMPLETE PLANS AND/OR APPLICATIONS WILL NOT BE ACCEPTED

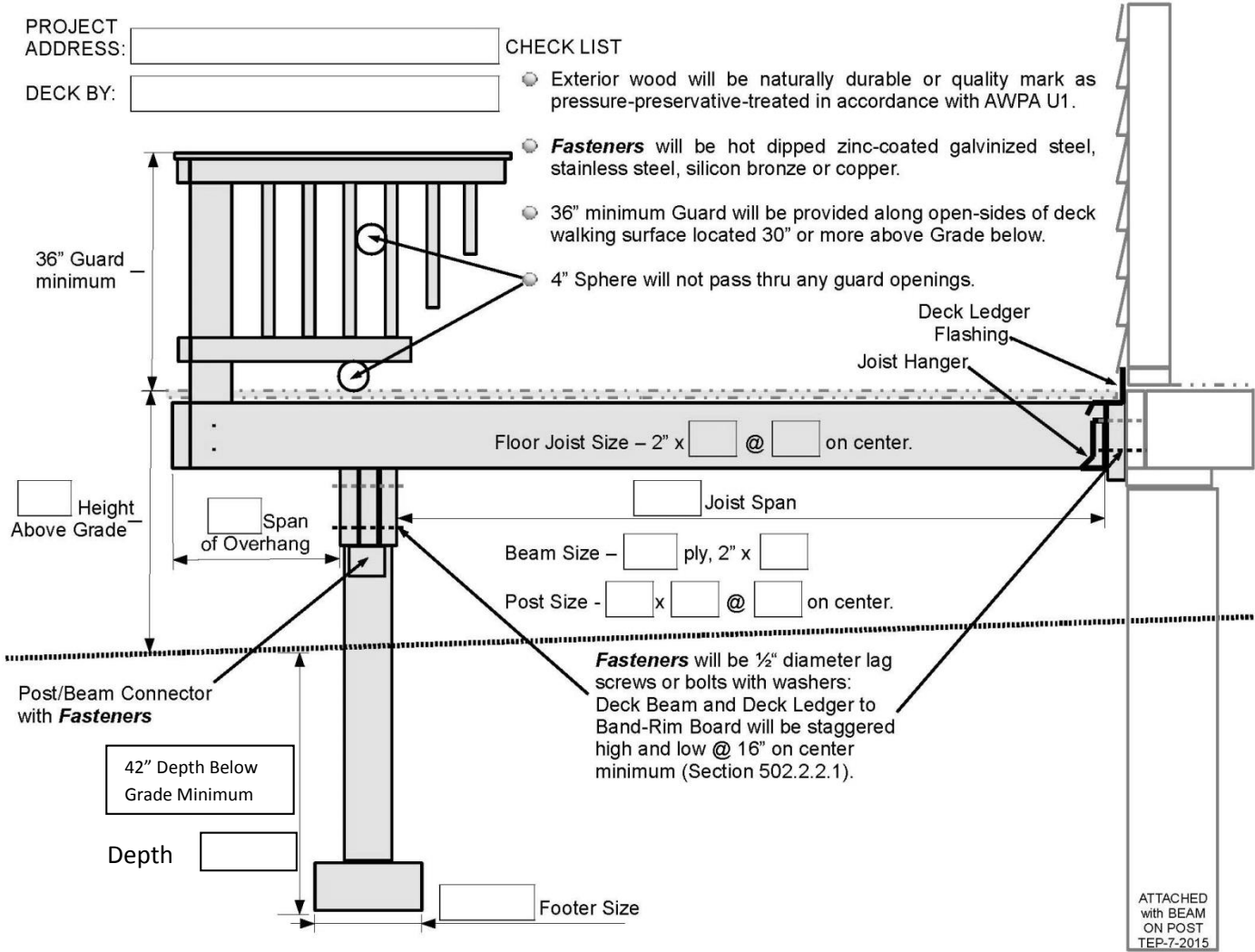


This handout was developed by the Pottawattamie County, Iowa, Building & Safety Division as a basic Plan Submittal under the 2009 IRC to help in questions that may arise in the application process. It is not intended to cover all circumstances or Code related issues as they pertain to individual projects.

Single Family Residential Decks and Porches-Uncovered

Directions – PLEASE PRINT LEGIBLY

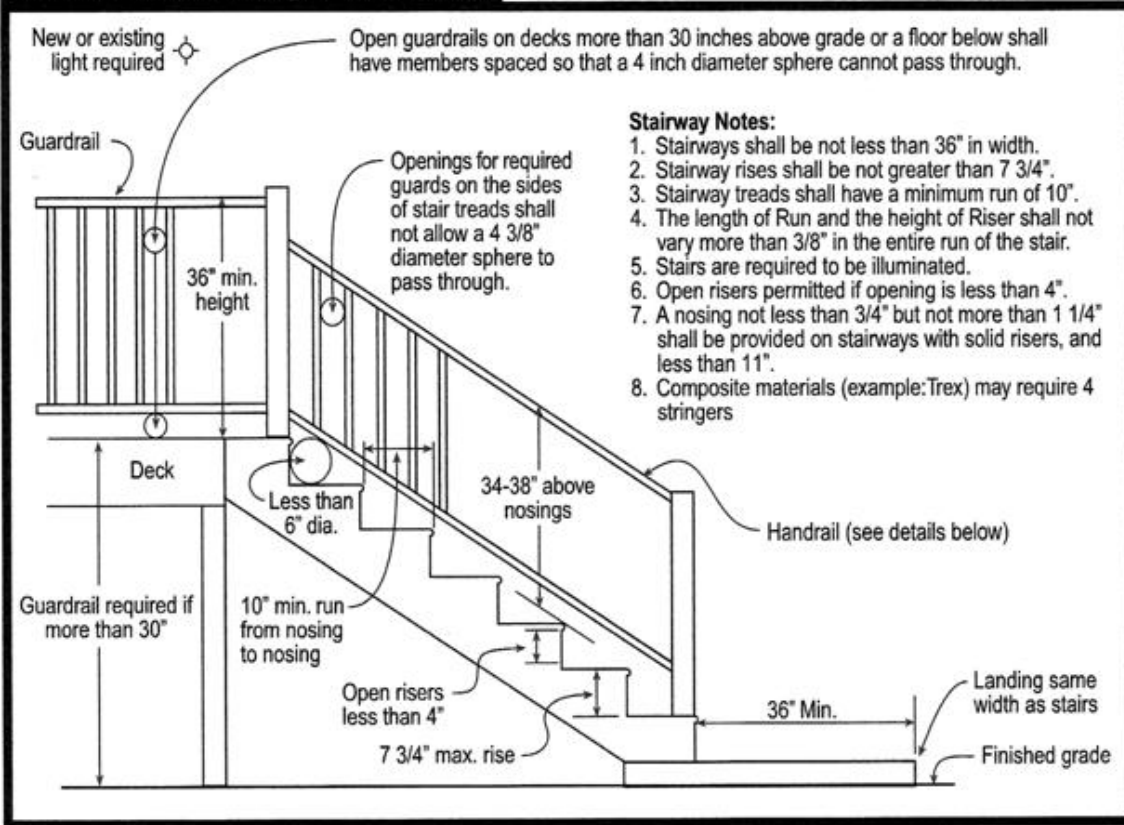
1) Fill in the blanks with dimensions and materials which will be used to build the structure.



Stairs and Handrail will conform to all specifications shown on Page 3 _____ (Initial)

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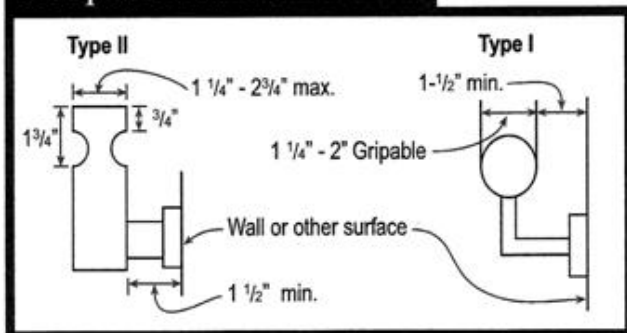
Stair & Handrail Specifications



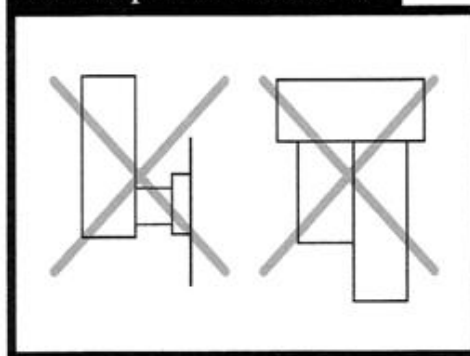
Handrail Notes:

1. Handrails shall be continuous on at least one side of stairs with 4 or more risers.
2. Top of the handrails shall be placed not less than 34 inches nor more than 38 inches above stair nosings.
3. The handgrip portion of handrails shall be not less than 1-1/4 inches nor more than 2 1/4 inches in cross section for non circular handrails.
4. Handrails shall be placed not less than 1-1/2 inches from any wall or other surface.
5. Handrails to be returned to wall, post or safety terminal (per 311.7.7. IRC)

Acceptable Handrail Details



Unacceptable Handrails

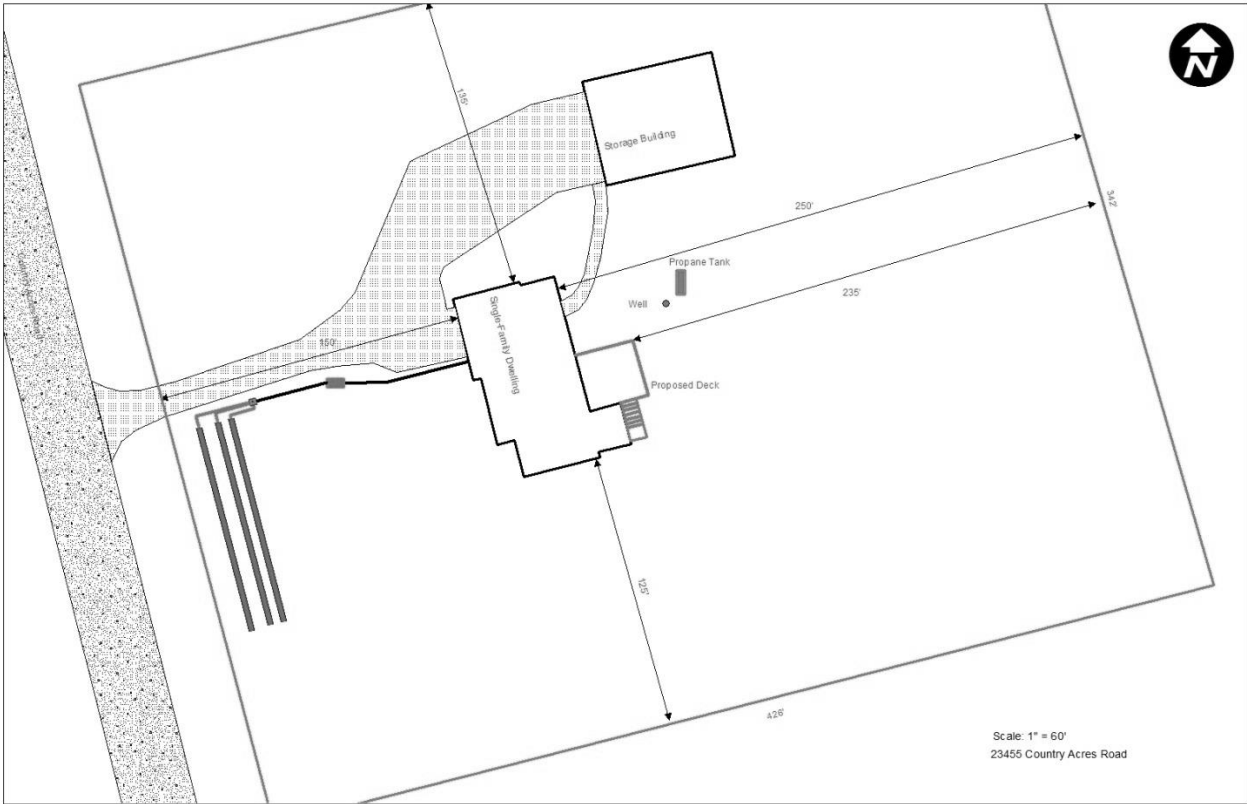


Single Family Residential Decks and Porches-Uncovered

PLANS

NOTE: A plot plan (plan view) showing the dimensions of your project or additions and its relationship to existing buildings or structures on the property must be included. In addition to project dimensions, your plot plan must also show other details such as post locations and spacing, joist and beam spans, and any other pertinent information not shown on this section drawing.

SITE PLAN EXAMPLE



POTTAWATTAMIE COUNTY, IOWA DECKS AND PORCHES-UNCOVERED PERMIT APPLICATION

WHEN PERMITS ARE READY		<input type="checkbox"/> Mail them <input type="checkbox"/> Call me <input type="checkbox"/> Call the builder <input type="checkbox"/> Email me <input type="checkbox"/> Email the builder				
PROPERTY OWNER	Name					
	Mailing Address	Street			City, State, Zip	
	Contact Information	Email			Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>	
		<input checked="" type="checkbox"/> Best Way to Contact <input type="checkbox"/>				
APPLICANT <small>(if other than property owner)</small>	Name					
	Mailing Address	Street			City, St, Zip	
	Contact Information	Email			Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>	
		<input checked="" type="checkbox"/> Best Way to Contact <input type="checkbox"/>				
PROPERTY INFORMATION	Job Site Address	<input type="checkbox"/> Same as above #1 <input type="checkbox"/> To be assigned by Planning Dept.				
	Civil Township					
	Legal Description	<input type="checkbox"/> Per Attachment				
	Parcel Number					
	Airport Hazard Zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, subject to provisions of the Airport Hazard Zone Regulations.		
	Zoning District	<input type="checkbox"/> A-1 <input type="checkbox"/> A-2 <input type="checkbox"/> A-3 <input type="checkbox"/> A-4 <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-5				
	Floodplain Development	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, subject to Flood Plain Regulations. See separate Flood Plain Development Permit Application.		
BUILDER <small>(if other than property owners)</small>	Name				State Registration#	
	Mailing Address	Street			City, State, Zip	
	Contact Information	Email			Work # <input type="checkbox"/> Cellular <input type="checkbox"/>	
		<input checked="" type="checkbox"/> Best Way to Contact <input type="checkbox"/>				
LICENSED IOWA CONTRACTORS	Electrical Contractor A				State License#	
	Plumbing Contractor A				State License#	
	Mechanical Contractor A				State License#	
IMPROVEMENTS DESCRIPTION	Proposed Construction Description	Example: Construction of 16' x 12' deck with stairs				
	Valuation Estimate (From Valuation Calculation Form)			Proposed Construction Area (Sq. Ft.)		
	Use of Structure	<input type="checkbox"/> Agricultural <input type="checkbox"/> Residential For Commercial or Industrial use Form #102.				
	Work Classification	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition to existing structure				
BULK ZONING STANDARDS	STANDARDS	ACCESSORY STRUCTURE			<p><small>*The front yard and street side setback minimums are measured from the road right-of-way, not from the center of the road and not from the edge of the gravel or pavement.</small></p> <p><small>**Detached accessory building may be located in the rear yard and shall occupy not more than 30% percent of the required rear yard; provided however, that this regulation shall not be interpreted as to prohibit the construction of a 440 square foot private garage on a minimum rear yard. Such buildings erected in a rear yard shall not be located closer than 4' to rear or side property line and on corner lots shall also comply with the setback requirements for side street yards as specified in Section 8.004.050.</small></p> <p>IN THE EVENT NO PRINCIPAL STRUCTURE IS LOCATED ON THE PROPERTY SAID STRUCTURE SHALL NOT BE ABLE TO BE SITUATED WITH A SETBACK LESS THAN THE MINIMUM (I.E. NOT 4')</p>	
		<small>Minimum</small>	<small>Maximum</small>	<small>Proposed</small>		
	Building Height					
	Number of Stories					
	Front Yard*					
	Street Side Yard*					
	Rear Yard	or 4'***				
Interior Side Yard	or 4'***					
Lot Coverage						

ATTACHMENTS

ATTACHED TO THIS APPLICATION IS THE FOLLOWING DOCUMENTATION AND/OR ATTACHMENTS:

- | | Attached | NA |
|--|--------------------------|--------------------------|
| A. Completed Building Guide and/or Plans | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Site Plan, Drawn to Scale | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Permit Valuation Worksheet | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Filing Fee-Checks are to be made payable to "Pottawattamie County Treasurer". | <input type="checkbox"/> | <input type="checkbox"/> |

Please make be 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.

SIGNATURES

I certify that I have personally been to this property, reviewed the proposed development and acknowledge that the proposed construction of the BUILDING(S) will be able to be accomplished in accordance with the Building and Zoning Ordinance of Pottawattamie County, Iowa.		
Building Contractor	Signature	Date
	Type or Print Name	
I certify that I own this property and that the information contained in this application is true and correct to the best of my knowledge and that all work will be completed in accordance with the Pottawattamie County, Iowa, Code.		
Property Owner	Signature	Date
	Type or Print Name	

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

DO NOT START CONSTRUCTION UNTIL APPROVED PERMITS ARE RECEIVED IN THE MAIL OR YOU HAVE PICKED THEM UP AND PLACARDS ARE POSTED. FAILURE TO WAIT FOR PERMITS AND POST PLACARDS WILL CAUSE YOU TO HAVE TO PAY AN INVESTIGATION FEE, WHICH IS DOUBLE THAT OF ANY PERMIT FEES YOU PAY. ADDITIONALLY, FAILURE TO OBTAIN PERMITS PRIOR TO STARTING CONSTRUCTION COULD RESULT IN THE ISSUANCE OF A CITATION OF COUNTY INFRACTION. OUR GOAL IS TO HAVE PERMITS OBTAINED PRIOR TO CONSTRUCTION STARTING. PLEASE HELP US ATTAIN THIS GOAL BY APPLYING FOR AND OBTAINING YOUR PERMITS BEFORE STARTING YOUR CONSTRUCTION.

RETURN COMPLETED FORM TO OBTAIN PERMIT PRIOR TO STARTING CONSTRUCTION:

POTTAWATTAMIE COUNTY
PLANNING AND DEVELOPMENT
223 SOUTH 6TH STREET
COUNCIL BLUFFS, IA 51501-4245

IF YOU HAVE ANY QUESTIONS ON COMPLETING THIS FORM, PLEASE FEEL FREE TO CALL (712) 328-5792.
YOU MAY BE DIRECTED TO THE BUILDING DIVISION IF YOU HAVE QUESTIONS RELATIVE TO THE BUILDING CODE RELATED ISSUES.

Deck or Porch-Uncovered Permit Valuation Worksheet



Building Valuation of	Per Square Foot Multiplier
Deck – Elevated Wood Deck not covered	\$8.25

Type of Building	Square Footage		Per Square Foot Multiplier	Valuation
		X		
Permit Valuation				

PERMIT FEES			
		Applicant calculation	Staff Calculation
		AMOUNT	AMOUNT
After calculating the square footage with the valuation multiplier above and determining your total permitted valuation. Use the Building Permit Fee Schedule below and determine your Building Permit Fee. This permit fee will be verified during plan review and collected at the time of permit issuance.		Building Permit Fee	
Figuring the Plan Review at 25% of the calculated Building Permit cost. The Plan Review will be a required deposit at the time of your permit application submittal.		Plan Review Fee (Submittal Deposit)	
		TOTAL AMOUNT	

BUILDING PERMIT FEE SCHEDULE * (Title 1.50.105)

TOTAL VALUATION	FEE
\$1 to \$500	\$ 23.50
\$501 to \$2,000	\$ 23.50 for the first \$ 500.00 plus \$ 3.05 for each additional \$ 100.00, or fraction thereof, to and including \$ 2,000.00
\$2,001 to \$25,000	\$ 69.25 for the first \$ 2,000.00 plus \$ 14.00 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 25,000.00
\$25,001 to \$50,000	\$ 391.75 for the first \$ 25,000.00 plus \$ 10.10 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 50,000.00
\$50,001 to \$100,000	\$ 643.75 for the first \$ 50,000.00 plus \$ 7.00 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 100,000.00
\$100,001 to \$500,000	\$ 993.75 for the first \$ 100,000.00 plus \$ 5.60 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 500,000.00
\$500,001 to \$1,000,000	\$ 3,233.75 for the first \$ 500,000.00 plus \$ 4.75 for each additional \$ 1,000.00, or fraction thereof, to and including \$ 1,000,000.00
\$1,000,001 and up	\$ 5,608.75 for the first \$ 1,000,000.00 plus \$ 3.15 for each additional \$ 1,000.00, or fraction thereof

EXAMPLE

Type of Building Area	Square Footage		Per Square Foot Multiplier	Valuation
Deck (15' x 20')	300	X	\$8.25	\$2,475.00
Permit Valuation				\$2,475.00

Proposed Total Valuation of \$2,475.00

For the first \$2,000 = \$69.25, plus \$14.00 for each additional \$1,000 or fraction thereof...

(\$2,475 - \$2,000 = \$475) (\$475 ÷ \$1,000 = .48) (.48 X \$14.00) = \$6.75 + \$69.25 = \$76.00 [round to the nearest .25]

Building Permit Fee	\$ 76.00
Plan Review Fee	\$ 19.00 [25% (\$76.00 x .25)]
Total Permit Fee	\$ 95.00