



Permit Application And Building Guide

Pottawattamie County
Planning & Development Department
Building & Safety Division

Single Family Residential Interior Renovation and Finishing

How to Use This Guide

1. Review this Building Guide
2. Provide two (2) sets of floor plans (minimum 11" x 17" paper size)
3. Fill out the enclosed permit application
4. Fill out a Permit Valuation Worksheet

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

EXAMPLE FLOOR PLAN LAYOUT & INFORMATION



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 Interior Renovation and Finishing

PLAN SUBMITTAL REQUIREMENTS FOR INTERIOR RENOVATION PERMIT

This Includes Remodels & Finished Uncompleted Existing Areas within a Structure

General Information for Submittal

- Submit two (2) complete sets of plans in blueprint or photocopy form, with a plan check deposit.
 - Pencil drawings or original drawings are not acceptable
- Plans prepared by an Iowa Registered Professional must be wet stamped, signed and dated on all sheets.
- If plans are NOT prepared by a Licensed Iowa Design Registered Professional then the following information must be on the plans:
 - a. Iowa Licensed Contractor must place their business name and license number on all sheets prepared by them along with the required signature and date.
 - b. Owner/Builder must place their name on all sheets and note on the cover sheets, denoting their responsibility for the design and preparations of the plans.
- Provide Title Block on each sheet of plans with the following information;
 - Address, Assessor's Parcel Number of proposed construction site
 - Name and Address of design professional, contractor or owner/builder
- The cover sheet for the plans must indicate the square footage break-down, providing areas separately for the living (first & second floors) area and basement area.
- Plans must be drawn to an approved scale and fully dimensioned: (other than details) approved scales; 1/4"=1'-0" & 1/8"=1'-0" can be used if pre-approved by County Staff.
- Minimum paper size for all plans; 11"X 17" paper.
- Revisions to plans must be made on the original drawings and new blueprints or photocopies submitted. No pencil drawing or marks will be accepted on plans at submittal.
- Plans must have complete existing layout (floor) plan, showing what was/is existing prior to remodel or finishing. Indicate and label the use of each existing room within the structure along with the door and window locations and sizes.

Plans and specifications must be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the technical codes and all relevant laws, ordinances, rules and regulations. The following information must be incorporated on the plans as outlined below:

Foundation Plan (If needed or required)

1. Provide structure foundation footprint, location and size of all piers and column footings, show all step footings and stem-walls-dimension all construction points-provide details for all footings and piers.
2. Show all locations, size, type, and spacing of floor joists, girders and beams-show locations of all double joists for bearing walls.

Floor Plan

1. Provide floor layout and dimension all walls, openings and construction points.
2. Indicate and label the use of each room within the dwelling or structure.
3. Provide all window locations, sizes and type (fixed, slider, casement, etc.) and meet natural light, ventilation and egress requirements for habitable rooms.
4. Note all required fire-wall(s), materials and locations.
5. Provide all door locations, sizes, types and direction of swing.
6. Provide section detail for all stairway, handrails and guardrails.(If needed or required)
7. Call out all room ceiling style types and heights.
8. Provide locations of all plumbing fixtures (bathtubs/showers/sinks), water heater(s), and any other plumbing equipment.
9. Provide location of all built-in kitchen and bathroom cabinets, and fixed applications.
10. Provide location of each type of heating, cooling and ventilation unit equipment.
11. Provide all locations(s) of fireplace(s) along with the required ICC/UL listing number, for masonry fireplaces, provide required details and installation from manufacturer.

Electrical Plan

1. Provide complete floor(s) plan, identifying room areas, doors and windows.
2. Provide all electrical receptacles (outlets) and identify all required GFCI and AFCI type receptacles (outlets/lights/switches) with single line designation, any sub-panels and identify any 240-volt receptacles.
3. Show location of existing main meter/service panel and provide panel size (amperes).
4. Provide locations of all required smoke detectors throughout.
5. Provide exhaust fan (s) with switch, in bathrooms and water closet compartments, which do not have an exterior operable window.
6. Provide location of all built-in kitchen and bathroom cabinets and fixed appliances (both interior and exterior) with all electrical serving these counter areas.
7. Provide location of all electrical disconnects in relationship to fixed equipment.
8. Electrical calculation may be required for a particular size of project (check with the county plan check staff).

INCOMPLETE PLANS WILL NOT BE ACCEPTED

IMPORTANT CODE NOTE:

Emergency Escape Windows:

All basements and sleeping rooms must have an emergency escape window or exterior door. Emergency escape windows with a sill height below grade must be provided with an emergency escape window well and ladder.



Smoke Alarms and Carbon Monoxide Detectors:

Smoke alarms are required in all basements. If the finished basement contains a sleeping room, a smoke alarm must be installed on the ceiling or wall in the sleeping room and in the hallway or area immediately outside of the sleeping room. Smoke alarms added to satisfy the above requirements must be hard wired with the battery backup, and interconnected with existing smoke alarms. Smoke alarms are required to be hardwired and interconnected in new and existing bedrooms, halls and on each level unless removal of interior wall or ceiling finished would be required. In this case, battery operated devices are acceptable.



Dual CO/smoke detectors are required if gas fired appliances and/or an attached garage is present.

1. Ceiling Heights:

If finished ceiling will be less than 7' in height, Please inquire with the Building & Safety Division for possible exceptions.

2. Emergency Escapes:

All basements and sleeping rooms must have an emergency escape window or exterior door. Emergency escape windows with a sill height below grade must be provided with an emergency escape window well and ladder. (For emergency escape window and window well requirements, see illustration in this handout).

3. Smoke Alarms:

Smoke alarms are required in all basements. If the finished basement contains a sleeping room, a smoke alarm must be installed on the ceiling or wall in the sleeping room and in the hallway or area immediately outside of the sleeping room. Smoke alarms added to satisfy the above requirements must be hard wired with the battery backup, and interconnected with existing smoke alarms. Smoke alarms are required to be hardwired and interconnected in new and existing bedrooms, halls and on each level unless removal of interior wall or ceiling finished would be required. In this case, battery operated devices are acceptable.

4. Fuel burning Appliances:

Furnaces and water heaters cannot be located in a bedroom or bathroom unless appliances are installed in a dedicated enclosure in which all combustion air is taken directly from outdoors, and a weather stripped solid door equipped with an approved self-closing device is installed. If the furnace and water heater are being enclosed, adequate combustion air must be provided for these appliances to operate properly. For maintenance purposes, a minimum of 30 inches clear working space must be provided in front of furnaces and water heaters. Maintenance or removal of each appliance must be possible without removing or disturbing walls, piping, valves, wiring and junction boxes.

5. Floated Walls:

In areas subject to floor heaving, non-bearing walls on basement floor slabs should be built to accommodate not less than 1-1/2 inches of floor movement. A detail of a typical floated wall is included in this hand-out. Drywall should be held to a minimum of 1 inch above the slab to allow for movement. This area is typically covered with the finish wall base board or decorative floor molding attached to the pressure treated floors plate.

6. Fire-blocking:

Fire-blocking must be installed in concealed spaces of wood-furred walls at the ceiling level, at 10 foot intervals along the length of the wall and at all interconnections of concealed vertical and horizontal spaces such as intersection of stud walls and soffits or dropped ceilings. A detail of typical fire-blocking is included in this handout. Fire-blocks may be constructed of 1-1/2 inch lumber, 3/4 inch plywood or particle board, 1/2 inch gypsum board or fiberglass insulation 16 inches minimum in height, securely fastened.

7. Insulation:

Minimum R-13 Insulation or equivalent is required to be in all frame walls adjacent to basement exterior walls.

8. Space Under Stairs:

If access to the area or space under the basement stairs is provided for storage or other uses, the walls and ceiling of this enclosed space must be protected on the inside, with a minimum 1/2 inch Gypsum/Sheetrock installed

9. Bathrooms:

Toilets must be provided with a minimum of 21 inches in front of the toilet and 15 inches from the center of the toilet and any sidewall or other obstruction. Showers shall have a minimum inside dimension of 900 square inches, capable of encompassing a 30 inch circle and be finished 72 inches above the floor with non-absorbent materials.

10. Lighting, Ventilation & Heating: Lighting, ventilation and heating are required for any finished portion of the basement.

Habitable Rooms: All habitable rooms shall have an aggregate glazing area of not less than 8 percent of the floor area of such rooms. Natural ventilation shall be through windows, doors, louvers or other approved openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The minimum open-able area to the outdoors shall be 4 percent of the floor area being ventilated.

Exceptions:

1. The glazed areas need not be open-able where an approved mechanical ventilation system capable of producing 0.35 air change per hour in the room is installed or a whole-house mechanical ventilation system is installed capable of supplying outdoor ventilation air of 15 cubic feet per minute (cfm) per occupant computed on the basis of two occupants for the first bedroom and one occupant for each additional bedroom.
2. The glazed areas need not be installed in rooms where artificial light is provided capable of producing an average illumination of 6 foot-candles (65 lux) over the area of the room at a height of 30 inches (762 mm) above the floor level.

Adjoining rooms: For the purpose of determining light and ventilation requirements, any room shall be considered as a portion of an adjoining room when at least one-half of the area of the common wall is open and unobstructed and provides an opening of not less than one-tenth of the floor area of the interior room but not less than 25 square feet (2.3 m²).

Bathrooms: Bathrooms, water closet compartments and other similar rooms shall be provided with aggregate glazing area in windows of not less than 3 square feet (0.3 m²), one-half of which must be open-able.

Fees for this permit are based on two inspections; rough in and final any extra inspections required due to code specifications not being met will result in an inspection fee of \$75.00. _____ Initials of Homeowner

Exceptions:

1. The glazed areas shall not be required where artificial light and a mechanical ventilation system are provided. The minimum ventilation rates shall be 50 cubic feet per minute (24 L/s) for intermittent ventilation of 20 cubic feet per minute (10 L/s) for continuous ventilation. Ventilation air from the space shall be exhausted directly to the outside.

Required Heating: Capable of maintaining a minimum room temperature of 68°F (20°C) at a point 3 feet (914 mm) above the floor and 2 feet (610 mm) from exterior walls in all habitable rooms at the design temperature. The installation of one or more portable space heaters shall not be used to achieve compliance.

11. Lead Hazards When Renovating Your Home: Renovation can disturb paint. This includes sanding, cutting, and demolition. Renovation in pre-1978 buildings can create lead dust and chips. These can hurt adults and children.

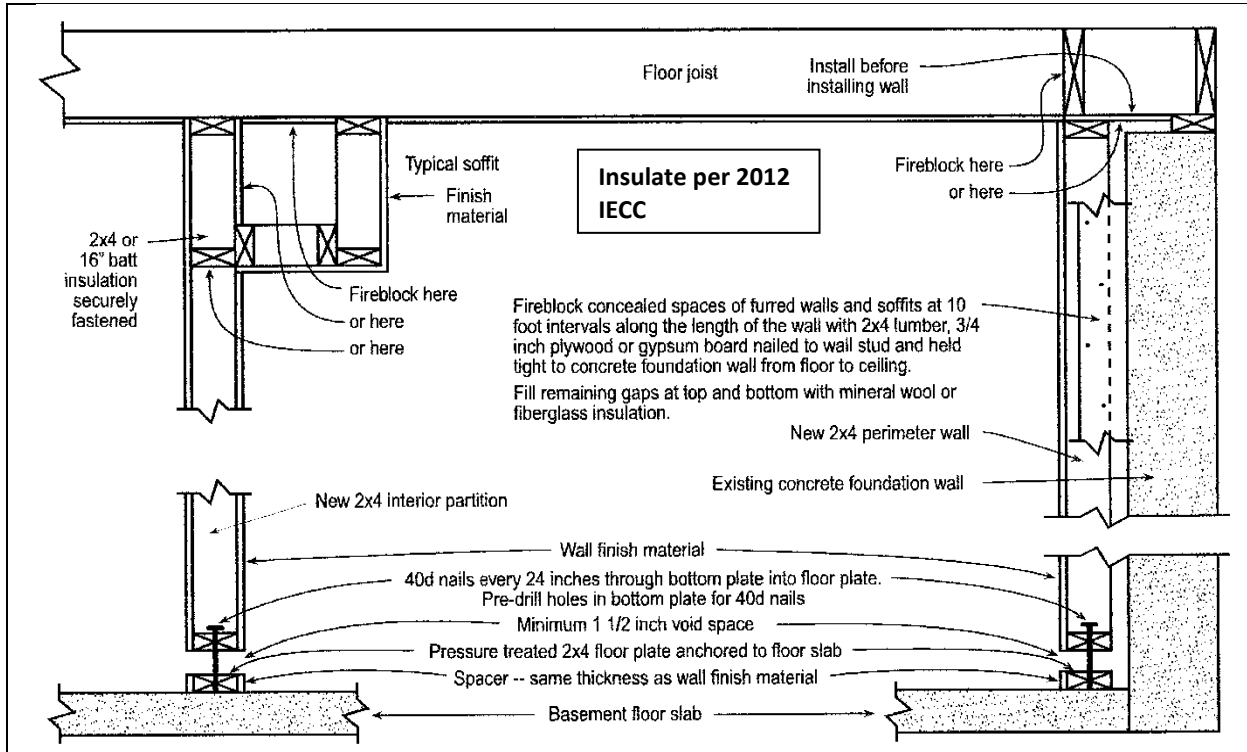
In 2008, the U.S. Environmental Protection Agency (EPA) issued rules for renovation. They apply to renovation in pre-1978 housing (target housing). They also apply to pre-1978 child-occupied facilities (daycare centers, kindergartens). The Iowa Department of Public Health (IDPH) will carry out these rules in Iowa. Certified people will be called "Lead-Safe Renovators."

Please refer to our 'Lead Hazards' brochure in the Building Division Office for more information.

*****The Building & Safety Division staff can help you determine what is necessary to meet minimum safety requirements*****

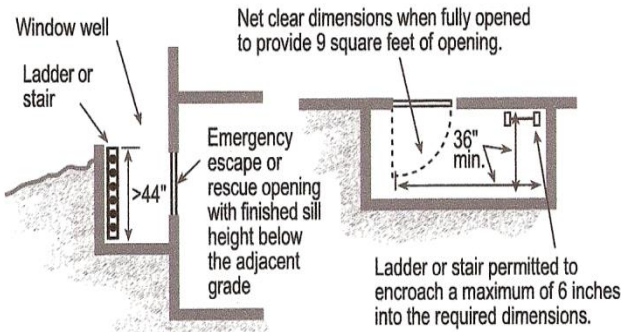
Single Family Interior Renovation and Finishing

Basement Floating Wall Detail



Emergency Escape & Rescue Window Well

Emergency Escape And Rescue window wells must provide a minimum area of 9 square feet with a minimum dimension of 36 inches and shall enable the window to open fully. If the depth of the window well exceeds 44 inches, a permanently affixed ladder must be provided. The ladder must not interfere with the operation of the window.

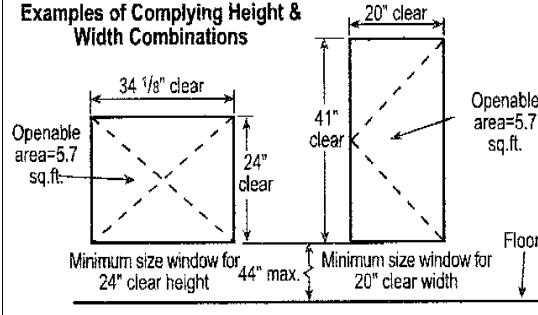


Emergency Escape & Rescue Window

Emergency Escape And Rescue Windows must meet the following criteria:

- A minimum total openable area of not less than 5.7 square feet
- A minimum clear openable height of not less than 24 inches
- A minimum clear openable width of not less than 20 inches.
- A finished sill height of not more than 44 inches above the floor and should be openable from the inside with normal operation and without the use of tools, keys or effort.

Examples of Complying Height & Width Combinations



POTTAWATTAMIE COUNTY, IOWA PERMIT APPLICATION SINGLE-FAMILY INTERIOR RENOVATION AND FINISHING

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 <input type="checkbox"/>			Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>
<i><input checked="" type="checkbox"/> Best Way to Contact</i>					
APPLICANT <small>(if other than property owner)</small>	Name				
	Mailing Address	Street			City, St, Zip
	Contact Information	Email <input type="checkbox"/>			Home # <input type="checkbox"/> Work # <input type="checkbox"/> Cellular <input type="checkbox"/>
<i><input checked="" type="checkbox"/> Best Way to Contact</i>					
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				
	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			
IMPROVEMENTS	Class of Work	<input type="checkbox"/> Finish Uncompleted Existing Area (If only finishing basement area use Form 507) <input type="checkbox"/> Remodel <input type="checkbox"/> Repair <input type="checkbox"/> Other:			
	Proposed Construction Description	Example: Finish basement area by adding 1 bedroom; convert main floor existing bedroom and garage area into family room.			
	Estimated Construction Valuation from Construction Valuation Worksheet			Proposed Construction Area (Sq Ft)	
	Floodplain Development	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, subject to provisions of the Floodplain Regulations. See separate Floodplain Development Permit Application.		
	Adding Bedrooms	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, subject to provisions of the Septic Regulations. See separate Septic Permit Application.		
	Business Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, consult with the Planning Director before continuing with this application.		
BUILDER <small>(if other than property owners)</small>	Name			State Registration#	
	Mailing Address	Street			City, State, Zip
	Contact Information	Email <input type="checkbox"/>			Work # <input type="checkbox"/> Cellular <input type="checkbox"/>
<i><input checked="" type="checkbox"/> Best Way to Contact</i>					
LICENSED IOWA CONTRACTORS	Electrical Contractor			State License#	
	Plumbing Contractor			State License#	
	Mechanical Contractor			State License#	

ATTACHMENTS

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

- | | | |
|--|--------------------------|--------------------------|
| | Attached | NA |
| A. Completed Building Guide and Plans | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Permit Valuation Worksheet | <input type="checkbox"/> | <input type="checkbox"/> |
| C. 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 PERMITS ARE RECEIVED IN THE MAIL 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.



**Residential Interior Renovation and Finishing
Permit Valuation Worksheet**

Building Valuation of	Per Square Foot Multiplier
Remodel or Finish Existing Unfinished Area into Habitable (living) Area	\$36.50 per Sq. Ft.
Existing Garage Area – Change into Habitable (Living) Area	\$43.50 per Sq. Ft.
Basements Finish Existing Unfinished Area into Habitable Area	\$28.50 per Sq. Ft.

Type of Building	Square Footage		Per Square Foot Multiplier	Valuation
		X		
		X		
		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
Kitchen Remodel – Habitable	150	X	\$18.25	\$2,737.50
Finish Existing Un-Finished Upstairs	25	X	\$36.50	\$912.50
Finish Existing Basement Area	1,200	X	\$28.00	\$33,600.00
Permit Valuation				\$37,250.00

Proposed Total Valuation of \$37,250

For the first \$25,000 = \$391.75, plus \$10.10 for each additional \$1,000 or fraction thereof...

(\$37,250 – \$25,000 = \$12,250) $\frac{\$12,250}{1,000} = 12.25 \times \$10.10 = \$123.73 + \391.75 [round to the nearest .25]

Building Permit Fee \$ 515.50
 Plan Review Fee \$ 129.00 [25% (\$515.50 x .25)]
Total Permit Fee \$ 644.50