



# FORM #509

## POTTAWATTAMIE COUNTY, IOWA STRUCTURAL RE-ROOF WINDOW/DOOR ENLARGEMENT PERMIT APPLICATION

Receipt Number		Total Permit Amount	Permit Number	Township
Job Address			Parcel Number	
Property Owner			Phone #	
Mailing Address				
Contractor			Phone #	
Mailing Address			State of Iowa License #	

Building Type/Use     Commercial/Industrial     Residential

Class of Work     New     Addition     Alteration     Repair     Replacement

Proposed Work     Structural Reroof     Window Enlargement     Door Enlargement

<b>STRUCTURAL RE-ROOF</b>	
Structural Re-Roofing encompasses the replacement and/or new installment of roof sheathing/decking, structural supports (i.e., joists, trusses, beams and other supporting members) of existing damaged or failing roofs, including all installation of new code required roofing underlayment, flashing, shingles and insulation.	
Proposed Construction Description:	
Estimated Construction Valuation \$\$	
Estimated Re-Roofing Area (Sq. Ft.)	
Estimated Square Footage of Existing Structure	
<b>STRUCTURAL WINDOW &amp; DOOR ENLARGEMENT/REPLACEMENT</b>	
Structural Window & Door Enlargement/Replacement encompasses the replacement or installation of new larger size window(s) and/or door(s) into an existing structure framed openings. Or replacement of existing damaged structural supports (i.e., headers, beams, supporting wall studs and other load bearing members), including the installation of code required weatherproofing, flashing, sealant material and insulation.	
Proposed Construction Description:	
Number of Windows to be Replaced:	
Number of Doors to be Replaced:	

PERMIT FEES			
QUANTITY	DESCRIPTION	COST	AMOUNT
	One and Two-Family Dwellings * Structural Re-roofing (Plans Required)	\$100.00	
	One and Two-Family Dwellings * Structural Window and/or Door Enlargement in existing structure (Plans Required)	\$100.00	
<p>If you are paying these fees with a credit card, there will be a 5% convenience fee in addition to a \$0.50 administrative fee added to your permit fee.</p>		Total Building Permit Fee	
		Plan Review Fee (25% of Total Building Permit Fee)	
		<b>TOTAL AMOUNT</b>	

**Commercial:** Other than one & two family dwellings, permit fee will be based on estimated construction cost/valuation using the adopted building permit fee schedule (1.50.105)

I will save, indemnify, and keep harmless the County of Pottawattamie, 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, inspections, or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances, and laws. Signature constitutes an attestation by the applicant that application complies with all covenants, conditions, and restrictions.		
Applicant	Signature	Date
	Type or Print Name	
ISSUED BY:		Date

**\*INSPECTION IS REQUIRED BEFORE COVER-UP AND AT COMPLETION\***

**Inspection Requests:** It shall be the duty of the holder of the building permit or their duly authorized agent to notify the Building & Safety Division when work is ready for inspections.

- Inspections must be scheduled and recorded before 4:30 p.m. the business day before the inspection is requested.
- After Hours, Weekend and Holiday Inspections should be scheduled and the appropriate fee must be paid at least two-days before the required inspection date.
- Call (712) 328-5847 for all inspection requests.
- AM scheduled inspections will be performed from 8:30 a.m. to 12:00 noon.
- PM scheduled inspections will be performed from 12:00 noon to 4:00 p.m.
- Any special requested inspection time will need to be pre-approved by your scheduled Inspector, the day before.

**Contact Information**

Office Hours: 8:00 a.m. to 4:30 p.m.

Website: [www.pottcounty.com](http://www.pottcounty.com)

**POTTAWATTAMIE COUNTY, IOWA  
OFFICE OF PLANNING AND DEVELOPMENT \* BUILDING & SAFETY DIVISION**

COURTHOUSE ANNEX  
223 SOUTH 6<sup>th</sup> STREET, SUITE 4  
COUNCIL BLUFFS, IA 51501-4245  
TELEPHONE: (712) 328-5847  
FAX: (712) 328-4731