



# Permit Application And Building Guide

Pottawattamie County  
Planning & Development Department  
Building & Safety Division

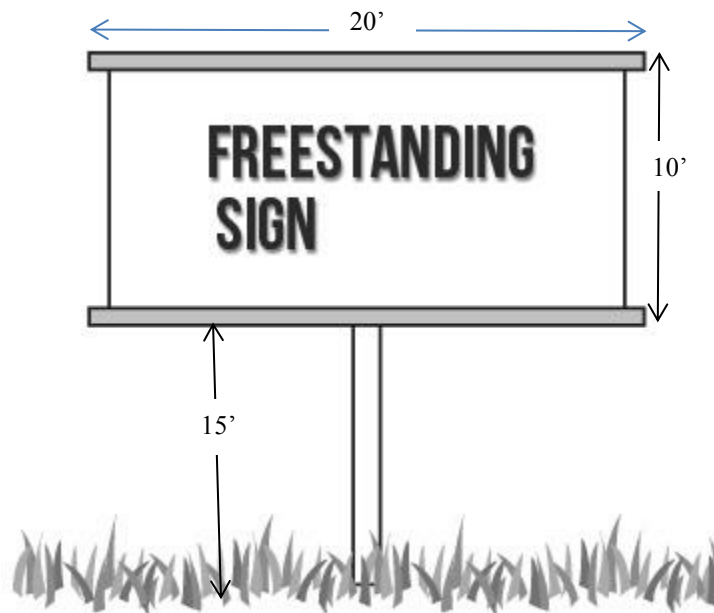
## Sign Installation & Electrical

### How to Use This Guide

1. Review this Building Guide
2. Provide two (2) sets of plans (minimum 11" x 17" paper size) showing the sign elevation(s) and site plan
3. Fill out the enclosed permit application
4. Fill out the Sign Permit Fee Worksheet

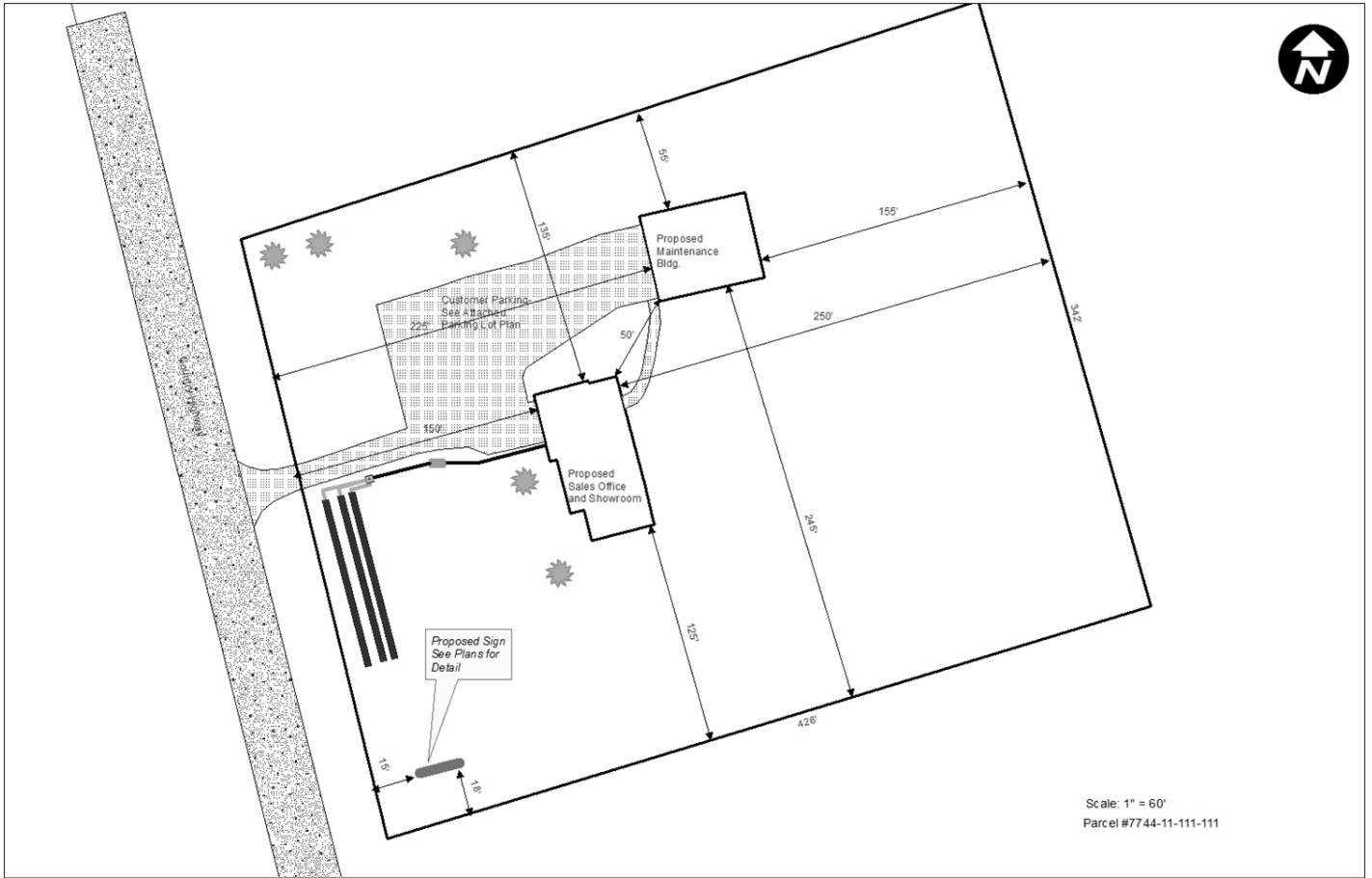
*The majority of permit applications are processed with little delay, within 7 – 10 working days. Detailed and complete submittal documents will help expedite the permit process and determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.*

### EXAMPLE SIGN PROFILE



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.

# EXAMPLE OF SITE PLAN



## POTTAWATTAMIE COUNTY, IOWA SIGN PERMIT APPLICATION

<b>WHEN PERMITS ARE READY</b>		<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				
<b>PROPERTY OWNER</b>	Name					
	Mailing Address	Street		City, State, Zip		
	Contact Information	Email <input type="checkbox"/>		Home # <input type="checkbox"/>	Work # <input type="checkbox"/>	
	<input checked="" type="checkbox"/> Best Way to Contact			Cellular <input type="checkbox"/>		
<b>APPLICANT</b> <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"/>	
	<input checked="" type="checkbox"/> Best Way to Contact			Cellular <input type="checkbox"/>		
<b>PROPERTY INFORMATION</b>	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					
	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.			
	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 <input type="checkbox"/> C-1 <input type="checkbox"/> C-2 <input type="checkbox"/> C-3 <input type="checkbox"/> I-1 <input type="checkbox"/> I-2				
<b>IMPROVEMENTS</b>	Sign Type	<input type="checkbox"/> Free Standing Sign <input type="checkbox"/> Free Standing Business Identification Sign <input checked="" type="checkbox"/> all that apply <input type="checkbox"/> Portable Sign <input type="checkbox"/> Projecting Sign <input type="checkbox"/> Roof Sign <input type="checkbox"/> Temporary Sign <input type="checkbox"/> Wall Sign				
	Illumination	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete electrical permit portion of this application.			
	Number of Sign Faces					
	Sign Size/Location	Proposed	Maximum			
	• Sign Face Height					
	• Sign Face Width					
	• Sign Total Square Footage					
	• Sign Structure Height					
	• Distance Grade to Sign Face Bottom					
	• Distance to Property Line(s)					
<b>BUILDER</b> <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"/>	
	<input checked="" type="checkbox"/> Best Way to Contact					
	Electrical Contractor			State License#		

**ATTACHMENTS**

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

	Attached	NA
A. Completed Plans and Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
B. 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 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.



## Sign Permit Worksheet

ELECTRICAL PERMIT FEES			
QUANTITY	PERMIT ISSUANCE	COST	AMOUNT
01	1. For the issuance of each electrical permit	23.50	
	2. For the issuing of each supplemental permit for which the original permit has not expired, been canceled, or finale.	7.50	
	Sign Permit-Flat Rate Fee, if no electrical permit is issued	60.00	
	<b>UNIT FEE SCHEDULE</b> Signs, Outline Lighting, and Marquees –		
	• For signs, outline lighting systems, or marquees supplied from one branch circuit, each	\$24.60	
	• For additional branch circuits within the same sign, outline lighting system, or marquee, each	\$4.75	
	12. Services (and For Service Reconnections) Adding a service or power to an existing detached structure must meet IRC minimum requirements. (1) light outside egress door (1) GFCI outlet, & (1) interior light.	\$5.50	
	• For services of 600 volts or less and not over 200 amperes in rating, each	\$30.50	
	• For Services of 600 volts or less and over 200 amperes to 1000 amperes, each	\$62.15	
	• For services over 600 volts or over 1,000 amperes in rating, each	\$124.30	
	Note: If you are paying these fees with a credit card, there will be a 5% convenience fee in addition to a \$.50 administrative fee added to your fee total.	<b>TOTAL AMOUNT</b>	

PERMIT FEES			
		Applicant calculation	Staff Calculation
		AMOUNT	AMOUNT
	Building Permit Fee from above		
	Plan Review Fee <b>(Submittal Deposit)</b>		
	<b>TOTAL AMOUNT</b>		