

PERMIT CHECKLIST

This information is applicable to residential additions and new one and two unit residential buildings. This checklist indicates the information necessary before a building permit review will be conducted. Additional information may be required.

before a building permit review will be conducted. Additional information may be required.

General information needed on application worksheet:

- Provide name, address and contact information for the owner, applicant, designer and contractor.
- Provide the project address, legal description and county assessor's parcel number. This information may be found on the web: Polk County data: www.assess.co.polk.ia.us/ Warren County data: <http://warrencounty-ia.org/pmc/default.asp>

- Provide area summary information for the total finished and unfinished area for each floor level; total area for garage, deck and porch.

Site Plan information must show:

- Existing and proposed building dimensions.
- Building setback dimensions from property lines and right of way.
- Sewer location, rim and invert elevations (Sanitary and Storm). Contact Engineering Graphics at 283-4117 for City information.
- Location and dimensions of detached accessory buildings.
- Property line and street right of way locations, lot dimensions.
- Utility service locations (gas, electric, water).
- Lot corner elevations.
- Elevation of basement and main floor levels (per City datum).
- All easement locations and dimensions.
- Location and dimensions of entry door, exterior landings and egress window wells.
- Driveway approach location, width and dimensions at front lot line.
- Driveway and off-street parking location, sidewalk, exterior stair, ramp location, material, and dimensions.
- Location, dimensions and materials of roof overhang, attached decks, porches, trellis and similar structures.

Architectural information must include:

- Manufacturers' data for manufactured/modular structures.
- Complete floor plans, dimensions and use of all rooms, spaces and levels. Include walls, doors, windows, fixtures and cabinets.
- Location of furnace, water heaters, fireplaces, lights, fans, smoke detectors, utility meters and other equipment.
- Exterior elevations indicating exterior finishes, roof slope, building height and overhang dimensions.
- Stair, handrail and guardrail details.
- Wall details for all wall types. Include bearing, non-bearing, interior, exterior and firewalls.
- Energy Review Form and insulation details showing compliance with the Iowa Energy Code. Free software is available at: www.energycodes.gov

Structural information must include:

- Footing and foundation plan indicating the size, spacing, thickness and materials of all footing and foundation components.
- Anchoring details for manufactured and modular construction.
- Floor framing plan indicating the size, spacing, species and location of all floor-framing members.
- Location, size and materials of all structural support members, including beams, headers, columns and load bearing walls.
- Roof framing plan indicating the size spacing, species and location of all roof-framing members.

PERMIT CHECKLIST

This information is applicable to residential additions and new one and two unit residential buildings. This checklist indicates the information necessary before a building permit review will be conducted. Additional information may be required.

General information needed on application worksheet:

- Provide name, address and contact information for the owner, applicant, designer and contractor.
- Provide the project address, legal description and county assessor's parcel number. This information may be found on the web: Polk County data: www.assess.co.polk.ia.us/ Warren County data: <http://warrencounty-ia.org/pmc/default.asp>

- Provide area summary information for the total finished and unfinished area for each floor level; total area for garage, deck and porch.

Site Plan information must show:

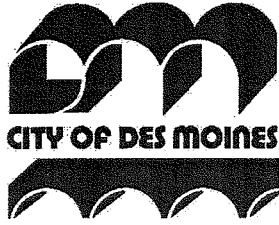
- Existing and proposed building dimensions.
- Building setback dimensions from property lines and right of way.
- Sewer location, rim and invert elevations (Sanitary and Storm). Contact Engineering Graphics at 283-4117 for City information.
- Location and dimensions of detached accessory buildings.
- Property line and street right of way locations, lot dimensions.
- Utility service locations (gas, electric, water).
- Lot corner elevations.
- Elevation of basement and main floor levels (per City datum).
- All easement locations and dimensions.
- Location and dimensions of entry door, exterior landings and egress window wells.
- Driveway approach location, width and dimensions at front lot line.
- Driveway and off-street parking location, sidewalk, exterior stair, ramp location, material, and dimensions.
- Location, dimensions and materials of roof overhang, attached decks, porches, trellis and similar structures.

Architectural information must include:

- Manufacturers' data for manufactured/modular structures.
- Complete floor plans, dimensions and use of all rooms, spaces and levels. Include walls, doors, windows, fixtures and cabinets.
- Location of furnace, water heaters, fireplaces, lights, fans, smoke detectors, utility meters and other equipment.
- Exterior elevations indicating exterior finishes, roof slope, building height and overhang dimensions.
- Stair, handrail and guardrail details.
- Wall details for all wall types. Include bearing, non-bearing, interior, exterior and firewalls.
- Energy Review Form and insulation details showing compliance with the Iowa Energy Code. Free software is available at: www.energycodes.gov

Structural information must include:

- Footing and foundation plan indicating the size, spacing, thickness and materials of all footing and foundation components.
- Anchoring details for manufactured and modular construction.
- Floor framing plan indicating the size, spacing, species and location of all floor-framing members.
- Location, size and materials of all structural support members, including beams, headers, columns and load bearing walls.
- Roof framing plan indicating the size spacing, species and location of all roof-framing members.



Application Worksheet For Single Family Dwellings and Duplexes



Submittal of this completed form accompanied by two complete sets of plans as indicated on the checklist in the *Residential Plan Review Requirements* brochure is required, and will initiate a residential plan review. Please contact the Permit and Development Center (515-283-4200) with any questions.

Property Location Information	
Building Street Address:	_____
Legal Description:	_____
Assessors Parcel Number:	_____

Project Area Summary Information		
	Finished Area (square feet)	Unfinished Area (square feet)
Basement	_____	_____
First Floor	_____	_____
Second Floor	_____	_____
Third Floor	_____	_____
Other areas	Garage _____ Deck(s) _____	Porch _____
	Paved Area _____	

Applicant Contact Information	
Name (Individual)	_____
Address	_____
City	_____
State	_____ Zip _____
Office phone	_____ Mobile phone _____
Email address	_____

Owner Contact Information	
Name	_____
Address	_____
City	_____
State	_____ Zip _____
Primary phone	_____ Mobile phone _____
Email address	_____

Contractor Contact Information	
Name	_____
Address	_____
City	_____
State	_____ Zip _____
Office phone	_____ Mobile phone _____
Email address	_____
Contractor Registration Number	_____
Mfg/Modular Installer Certificate	_____

Designer Contact Information	
Name	_____
Address	_____
City	_____
State	_____ Zip _____
Office phone	_____ Mobile phone _____
Email address	_____