



# RESIDENTIAL CONSTRUCTION PERMIT APPLICATION

**MILLS COUNTY, IOWA**  
**BUILDING & ZONING DEPARTMENT**  
 403 RAILROAD AVENUE  
 GLENWOOD, IA 51534  
 Phone: 712-527-4347  
 Fax: 712-527-4439  
 Website: www.millscoia.us

	<b>Permit Amount</b>	<b>Township</b>	<b>Permit Number</b>
<b>JOB SITE ADDRESS:</b>		<b>PARCEL NUMBER:</b>	
<b>LEGAL DESCRIPTION:</b> <input type="checkbox"/> Attachment			<b>ACREAGE:</b>
<b>AGRICULTURAL EXCEPTION FILED:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ZONING DISTRICT:</b> <input type="checkbox"/> <b>AG</b> ( <i>Agricultural</i> ) <input type="checkbox"/> <b>AR</b> ( <i>Agricultural-Residential</i> ) <input type="checkbox"/> <b>LH</b> ( <i>Loess Hills Conservation Develop.</i> ) <input type="checkbox"/> <b>V</b> ( <i>Village</i> ) <input type="checkbox"/> <b>C-1</b> ( <i>Convenience Commercial</i> ) <input type="checkbox"/> <b>C-2</b> ( <i>Highway Oriented Commercial</i> ) <input type="checkbox"/> <b>I</b> ( <i>Industrial</i> ) <input type="checkbox"/> <b>OS</b> ( <i>Open Space</i> )		
<b>PROPERTY OWNER:</b>		<b>PHONE NUMBER:</b>	
<b>PROPERTY OWNERS ADDRESS:</b>		<b>STATE:</b>	<b>ZIP CODE:</b>
<b>GENERAL CONTRACTOR NAME:</b>		<b>STATE LICENSE #:</b>	<b>PHONE NUMBER:</b>
<b>CONTRACTOR MAILING ADDRESS:</b>		<b>STATE:</b>	<b>ZIP CODE:</b>
<b>SUB-CONTACTORS NAME &amp; STATE LICENSE #'s:</b>			
Electrical: _____ Plumbing: _____ Mechanical: _____ State License #: _____ State License #: _____ State License #: _____			

**Building Type/Use:**     Single Family     Two-Family (Duplex)     Other \_\_\_\_\_

**Class of Work:**     New Structure     Addition     Other \_\_\_\_\_

CONSTRUCTION INFORMATION		
<b>PROPOSED CONSTRUCTION DESCRIPTION:</b>		
<b>ESTIMATED CONSTRUCTION COST:</b> \$	<b>PROPOSED BUILDING AREA</b> ( <i>square footage</i> ):	<b>TYPE OF CONSTRUCTION:</b>
PERMIT FEES		AMOUNTS
After calculating the square footage with the permit valuation multiplier and determining your total permitted valuation. Use the Building Permit Fee Schedule and determine your Building Permit Fee. This permit fee will be verified during plan review and collected at the time of permit issuance. ( <i>see next page to figure cost</i> )		<b>Building Permit Fee</b> Receipt #: _____ \$
Figuring the Plan Review Fee at 25% of the calculated Building Permit Fee cost. The Plan Review Fee will be a required deposit at the time of your permit application submittal. ( <i>see next page to figure cost</i> )		<b>Plan Review Fee</b> <i>(submittal deposit)</i> Receipt #: _____ \$
		<b>Total Amount</b> \$

Applicant is responsible for obtaining all other necessary permits or approvals related to the proposed activity, including those that may be required by the State or Federal Government. Applicant will save, indemnify, and keep harmless the County of Mills, Iowa 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. Applicant understands all permit fees are non-refundable except as set forth in section 24.1.74 Refunds of Chapter 24 – Building and Property Maintenance of the Mills County Code of Ordinances. Signature constitutes an attestation by the applicant that application complies with all covenants, conditions, and restrictions.

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

<b>Issued By :</b>	<b>Date:</b>
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**RESIDENTIAL CONSTRUCTION  
PERMIT VALUATION WORKSHEET**

**Dwelling Building Valuation Schedule**

*(Standard 1 & 2 Family Dwelling Construction Valuation Multipliers)*

<b>BUILDING VALUATION OF:</b>	<b>PER SQUARE FEET</b>
Living/Habitable Dwelling Area <i>(included all stories or levels)</i>	\$ 71.50 per Sq.Ft.
Modular Home <i>(code conventional construction units)</i>	\$ 35.75 per Sq.Ft.
Pre-Manufactured Home <i>(double-wide mobile homes)</i>	\$ 20.50 per Sq.Ft.
Moved Existing Dwelling Structure on to new foundation	\$ 29.50 per Sq.Ft.
Basement – Finished living/habitable areas	\$ 36.50 per Sq.Ft.
Basement – Unfinished non-habitable areas	\$ 18.25 per Sq.Ft.
Garage – Attached or Detached	\$ 28.00 per Sq.Ft.
Carport – Attached or Detached	\$ 7.50 per Sq.Ft.
Porch – Enclosed Living/Habitable Area <i>(four season room)</i>	\$ 29.50 per Sq.Ft.
Porch – with covered Roof	\$ 12.50 per Sq.Ft.
Porch & Deck – Elevated Wood Deck with covered Roof	\$ 18.75 per Sq.Ft.
Deck – Elevated Wood Deck <i>(not covered and 30 inches Above Grade)</i>	\$ 8.25 per Sq.Ft.

<u>Type of Building Area</u>	<u>Square Footage</u>	<u>Multiplier</u>	<u>Valuations</u>
_____	_____	X	\$ _____
_____	_____	X	\$ _____
_____	_____	X	\$ _____
_____	_____	X	\$ _____
_____	_____	X	\$ _____
_____	_____	X	\$ _____

**ESTIMATED VALUATION:** \$ \_\_\_\_\_

*(Please see last attached sheet for Example)*

**BUILDING PERMIT FEE SCHEDULE**

<b>TOTAL VALUATION</b>	<b>FEE</b>
\$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...

## SECTION B – ZONING INFORMATION

SITE AREA PER UNIT	V	AG	AR	LH
Minimum front yard	NA	75 ft	75 ft	75 ft
Minimum front yard - Major subdivision <i>(with public water and sewer)</i>	NA	25 ft	25 ft	25 ft
Minimum side yard	NA	10 ft	10 ft	10 ft
Minimum rear yard	NA	25 ft	25 ft	25 ft
Maximum height	35 ft	NA	35 ft	35 ft
Maximum building coverage	NA	5%*	15%*	5%*
Maximum impervious coverage <i>(excluding structures)</i>	NA	10%*	10%*	10%*
Grading Permit Standards <i>(County Code Section 7)</i>	Yes	Yes	Yes	Yes
Conservation Development <i>(County Code Section 5)</i>	No	No	No	Yes
Landscape Requirement <i>(County Code Section 27.6.3)</i>	No	No	For Special Permit Uses	For Special Permit Uses
Bufferyard Requirement <i>(County Code Section 27.6.5)</i>	No	No	For Special Permit Uses	Yes

V – Village District    AG – Agricultural District    AR – Agricultural/Residential District    LH – Loess Hills Conservation Development

Notes:

- Density, front yard setback, building coverage, impervious coverage and height requirements may be varied within Planned Unit Developments as set forth in Section 20.7(4).
- In Loess Hills Conservation Development, the development criteria and grading permit standards may be the same as in the Agriculture/Residential District, if the land has crop land history as proven by Farm Service Agency (FSA) maps.

\* Not applicable to existing non-conforming lots as approved by the County Zoning Official/Officer.



# PLAN SUBMITTAL REQUIREMENTS FOR SINGLE FAMILY & TWO-FAMILY DWELLINGS

## GENERAL INFORMATION FOR SUBMITTAL

- Submit two (02) complete sets of plans in blueprint or photocopy form with the required plan check deposit.
  - Provide two (02) additional plot (site) plans if parcel is on septic along with a completed septic permit application
  - Pencil drawings or original drawings are NOT acceptable.
- If plans are prepared by an Iowa Registered Professional; ALL plans must be wet stamped, signed and dated.
- If plans are NOT prepared by a Licensed Iowa Design Registered Professional; then either A or B option shall be used 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
- Provide two (2) copies of the State Energy Code report for residential compliance using the approved REScheck™ report at [www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck) or provide construction documents regulated code design with the current State adopted International Energy Conservation Code (IECC).
- The cover sheet for the plans must indicate the square footage break-down, providing areas separately for the living (first & second floors) area, basement (unfinished) area, garage/storage area and all covered exterior patio, porches and deck areas.
- Plans must be drawn to an approved scale and fully dimensioned: Plot (site) plan approved scales: 1"=10', 1"=20' & 1"=30'. Construction plans (other than details) approved scales: 1/4"=1'-0" & 1/8"=1'-0" can be used if pre-approved by Department Staff.
- Minimum paper size for all plan sets: 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 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:*

## PLOT PLAN OR SITE PLAN

1. Provide North Arrow and required dimension scale.
2. Provide APN and address of proposed project.
3. Show the entire complete parcel including all property lines dimensional, all easements and all existing structures.
4. Provide structures (complete) footprint along with all setbacks (distances between proposed structure and the property lines) and distances between other structures on the parcel (existing and proposed).
5. Show required and approved drainage around structure; provide single contour lines showing direction (slope) of flow, finished floor elevation and existing pad elevation grade.
6. If available provide or note location of all utility laterals to the structure (water, sewer, septic, replacement field, well power, gas (propane), phone & TV (cable)).
7. Provide locations and call out street(s) name(s) and new (if required) or show existing curb, gutter, sidewalk, driveway(s) (proposed cut for new driveway) or County approved residential driveway approach(s).
8. If proposed project is in a flood zone, provide flood zone boundary lines and, if applicable, provide locations of designated multiple flood zone areas.

## FOUNDATION PLAN & FOOTING PLAN

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.
3. Call out size and type of floor sheathing.
4. Provide location of required under-floor access opening and size (min 22"x30").
5. Provide under-floor ventilation calculations along with all the locations & sizes of foundation vents (If required).

## **FLOOR PLAN**

1. Provide floor layout for each level or story 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 and ventilation 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.
7. Show location and size of attic access (min. 22x30).
8. Call out all room ceiling style types and heights.
9. Provide locations of all plumbing fixtures (bathtubs/showers/sinks), water heater(s), hose bibs, any other plumbing equipment and required vacuum breaker if lawn sprinkler system is included.
10. Provide location of all built-in kitchen and bathroom cabinets, and fixed applications (both interior and exterior).
11. Provide location of each type of heating, cooling and ventilation unit equipment.
12. Provide all locations(s) of fireplace(s) along with the required ICC/UL listing number, for all types' fireplaces, provide required details and installation from manufacturer.

## **BUILDING SECTIONS**

1. Show as many building sections as necessary to clearly show all framing details. Include garage section and all open covered porch and patio areas.
2. Provide complete construction details including bearing walls, spans of rafters, ceiling joists or trusses spacing and sizes.
3. Call out roof sheathing type and size.
4. Call out roof slope and type of roof covering.
5. Provide details or note all required connections of columns, posts and beams.
6. Provide and show insulation of R-value in ceiling, walls, under-floor or stem-walls.
7. Provide dimensions for all points of construction
8. For habitable rooms or areas with various ceiling heights (sloped), provide a room cross-section that has floor and ceiling dimensions at the lowest and highest areas.

## **ROOF FRAMING PLAN**

1. Provide required attic ventilation calculations. (1/150 of the area of the space ventilated).
2. Provide locations, types and size of attic roof vents.
3. Show location and size of attic access (min. 22"x30").
4. Provide and call out all beam and header locations, type and size.
5. Provide any special framing detail or special connections.
6. Call out all locations and types of mechanical hardware to be used.
7. Show any and all roof features (sky-lights) with required details.

**Pre-Manufactured Trusses** - each truss will be designed by a Registered Iowa Engineer. Two (2) truss packages should be submitted with plans and shall bear the wet stamp, signature and date from the engineer.

- Provide location and spacing for trusses layout per truss drawings
- Provide locations of all girder trusses as per truss drawings.

**Conventional Roof Framing** - design as per IRC Chapter 8

- Provide location, size and spacing for all roof joists, rafters and ridge beams.

## **EXTERIOR ELEVATIONS**

1. Provide all exterior views (4-sides typical) of structure.
2. Show all exterior windows and door locations.
3. Provide location of any fireplace chimneys with height dimensioned from adjacent roof.
4. Call out all exterior finishes (siding/stucco/brick) and any special features.
5. Provide vertical height dimensioning from finish grade to finish floor(s), wall heights and roof peaks on each elevation side along with roof pitch slopes and overhang lengths.

## **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 main meter/service panel and provide panel size (amperes) along with description or required grounding.
4. Provide locations of all required smoke detectors throughout structure.
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 plan review staff).

## EXAMPLE ONLY

### EXAMPLE OF PERMIT FEE FOR SINGLE FAMILY DWELLING

<u>Type of Building Area</u>	<u>Square Footage</u>		<u>Multiplier</u>	<u>Valuation</u>
<u>Main &amp; 2<sup>nd</sup> Floors</u> ( <i>habitable area</i> )	<u>2,000</u>	X	<u>\$ 71.50</u>	<u>\$ 143,000.00</u>
<u>Un-finished Basement</u>	<u>1,500</u>	X	<u>\$ 18.25</u>	<u>\$ 27,375.00</u>
<u>3-Car Garage</u>	<u>550</u>	X	<u>\$ 28.00</u>	<u>\$ 15,400.00</u>
<u>Enclosed Patio</u>	<u>150</u>	X	<u>\$ 36.50</u>	<u>\$ 5,475.00</u>
<u>Covered Patio/Porch Areas</u>	<u>285</u>	X	<u>\$ 13.50</u>	<u>\$ 3,847.50</u>
<b>Permit Valuation:</b>				<u>\$195,097.50</u>

#### Permit Fee Calculations

Proposed Total Permit Valuation of \$ 195,097.50

For the first \$100,000.00 = \$993.75, plus \$5.60 for each additional \$1,000, or fraction thereof...

$$[(\$195,097 - \$100,000 = \$95,097) \left( \frac{\$95,097}{1,000} = 95.097 \times \$5.60 \right) = \$532.50 + \$993.75 = \$1,526.25]$$

**Note:** Round to the nearest ¼ of a dollar (.25)

**BUILDING FEE** \$ 1,526.25

**PLAN REVIEW FEE** \$ 381.50  
*(25% of the Building Fee - Deposit due upon submittal)*

**TOTAL PERMIT FEE** \$ 1,907.75

## EXAMPLE ONLY

**Please make 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.**