



# RESIDENTIAL INTERIOR RENOVATION 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

Permit Amount	Township	Permit Number
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JOB SITE ADDRESS:	PARCEL NUMBER:
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LEGAL DESCRIPTION: <input type="checkbox"/> Attachment	ACREAGE:
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<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> )
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PROPERTY OWNER:	PHONE NUMBER:
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PROPERTY OWNERS ADDRESS:	STATE:	ZIP CODE:
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GENERAL CONTRACTOR NAME:	STATE LICENSE #:	PHONE NUMBER:
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CONTRACTOR MAILING ADDRESS:	STATE:	ZIP CODE:
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<b>SUB-CONTRACTORS NAME &amp; STATE LICENSE #'s:</b>		
Electrical: _____	Plumbing: _____	Mechanical: _____
State License #: _____	State License #: _____	State License #: _____

**Existing Building Type/Use:**  Single Family  Two-Family  Multi-Family  Accessory Structure  Other \_\_\_\_\_

**Class of Work:**  Remodel  Repair  Finished Uncompleted Existing Area  Other \_\_\_\_\_

## CONSTRUCTION INFORMATION

Proposed Construction Description:	
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Estimated Construction Valuation : \$ _____	Proposed Construction Area (Square Footage): _____
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PERMIT FEES	AMOUNTS
For One & Two Family dwellings (Residential): After calculating the square footage with the valuation multiplier above and determining your total permitted valuation. Use the Building Permit Fee Schedule and determine your Building Permit. (see next page to figure cost)	<b>Building Permit Fee</b> Receipt #: \$ _____
Other than One & Two Family dwellings: permit fee will be based on contractor's estimated construction cost using the current adopted Building Permit Fee Schedule. (see next page to figure cost)	<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. (see next page to figure cost)	<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 \_\_\_\_\_

Issued By:	Date:
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**RESIDENTIAL INTERIOR RENOVATION**

Permit Valuation Schedule

*(Standard Single Family Residential Construction Valuation Multipliers)*

<b>Building Valuation of:</b>	<b>Per Square Feet</b>
Finish Existing Unfinished Basement Area into Habitable (living) Use Area	\$36.50 per Sq. Ft.
Finish Existing Unfinished Area into Habitable (living) Use Area	\$32.75 per Sq. Ft.
Remodel Existing Habitable (living) Use Area	\$18.25 per Sq. Ft.
Finish Existing Area into Storage or Utility/Shop Use Area	\$ 7.25 per Sq. Ft.
Enclosed Porch / Sunroom	\$29.50 per Sq. Ft.
Covered Porch	\$12.50 per Sq. Ft.
Finish Existing Garage into Habitable (living) Use Area	\$43.50 per Sq. Ft.

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

**ESTIMATED TOTAL 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...

**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 has been submitted.**

# 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 a 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
- 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.
- 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).
- Plans must be drawn to an approved scale and fully dimensioned to 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:*

### 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.

### 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 receptacles serving these counter areas.
7. Provide location of all meter-panels, sub-panels and 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 RESIDENTIAL INTERIOR RENOVATION**

<u>Type of Building Area</u>	<u>Square Footage</u>		<u>Multiplier</u>	<u>Valuation</u>
<u>Basement Game/Family Room, Bedroom &amp; Bathroom</u>	<u>1,500</u>	X	<u>\$32.75</u>	<u>\$ 49,125.00</u>
<u>Finish Room Above Garage into Bedroom</u>	<u>375</u>	X	<u>\$28.50</u>	<u>\$ 10,687.50</u>
<u>Existing Kitchen Remodel</u>	<u>295</u>	X	<u>\$18.25</u>	<u>\$ 5,383.75</u>
<b>Permit Valuation:</b>				<b><u>\$ 65,196.25</u></b>

Proposed Total Permit Valuation of \$65,196.00

For the first \$50,000.00 = \$643.75, plus 7.00 for each additional 1,000, or fraction thereof...

$$[\$65,196 - \$50,000 = \frac{15,196}{1,000} = 15.196 \times 7.00] = \$106.37 + \$643.75 = \$750.00$$

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

**BUILDING FEE:** \$ 750.00

(25% of Building Fee) **PLAN REVIEW FEE:** \$ 187.50

*(Deposit Due upon submittal)*

**TOTAL PERMIT FEE:** \$ 937.50

### **EXAMPLE: OF RESIDENTIAL INTERIOR RENOVATION**

<u>Type of Building Area</u>	<u>Square Footage</u>		<u>Multiplier</u>	<u>Valuation</u>
<u>Remodel Existing Master Bedroom &amp; Bathroom</u>	<u>1,200</u>	X	<u>\$18.25</u>	<u>\$ 21,900.00</u>
<b>Permit Valuation:</b>				<b><u>\$ 21,900.00</u></b>

Proposed Total Permit Valuation of \$21,900.00

For the first \$2,000.00 = \$69.25, plus 14.00 for each additional 1,000, or fraction thereof...

$$[\$21,900 - \$2,000 = \frac{19,900}{1,000} = 19.9 \times 14.00] = \$278.60 + \$643.75 = \$347.85$$

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

**BUILDING FEE:** \$ 347.75

(25% of Building Fee) **PLAN REVIEW FEE:** \$ 87.00

*(Deposit Due upon submittal)*

**TOTAL PERMIT FEE:** \$ 434.75

## **EXAMPLE ONLY**

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