



## DEMOLITION PERMIT APPLICATION

**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  
INSPECTION REQUEST: 328-5846  
WWW.POTTCOUNTY.COM

Receipt Number:	Total Permit Amount:	Permit Number:	Township:
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Job Address	Parcel Number
Property Owner	Phone
Property Owner Mailing Address	
Contractor	Phone
Contractor Mailing Address	State Registration #:

**Building Type/Use:**     Commercial     Residential     Multi-Family     Other \_\_\_\_\_

**Features to be removed:**     Building/Structure     Foundation/Footings     Septic System     Well

### INFORMATION

General Description of Structure(s) to be Demolished	
Estimated Square Footage of Existing Structure(s) (Sq. Ft )	
Location or Property Where Removed Demolition Materials will be Disposed	
Demolition Disposal Site Owner	Phone
Address	

QUANTITY	PERMIT FEES	COST	AMOUNT
	Demolition of Structures, Per Structure	\$75.00	
Issued By: _____		Date: _____	TOTAL AMOUNT \$

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, ordinance, and laws Signature constitutes an attestation by the applicant that application complies with all covenants, conditions, and restrictions.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AN INSPECTION IS REQUIRED BEFORE COVER-UP AND AT COMPLETION  
See reverse side for instruction on making an appointment for an inspection.**

**FOOTINGS AND FOUNDATION**

Any open ground basement, or cellar, or similar cavities remaining after demolition of any building or structure or any portion thereof and removal of all debris from same shall be inspected first then filled to ground or grade level with clean fill. The requirement for removal of all of the footing/foundation may be waived in writing by the Building Official if the footings/foundation are found to be structural safe and a building replacement schedule is approved by the Building Official.

**SEPTIC SYSTEM**

Private sewage disposal systems that are abandoned shall have the septic tank pumped, the tank lid crushed into the tank, and the tank filled with sand or soil. Inspection required prior to the tank being filled. Sand or soil to fill tank shall be on-site at the time of inspection.

**PRIVATE WATER WELL**

"Abandoned well" means a water well which is no longer in use or which is in such a state of disrepair that continued use for the purpose of accessing water is unsafe or impractical.

Plugging requirements. The owner is responsible for ensuring the abandoned well is plugged pursuant to Chapter 567-39, Iowa Administrative Code. It is the responsibility of the owner to certify, on DNR Form 542-1226 "Abandoned Water Well Plugging Record," that an abandoned well has been plugged in accordance with the requirements and time schedule contained in this chapter. This report must include confirmation of the well plugging by the designated agent for the county or a certified well contractor. Within 30 calendar days of the date the plugging was completed, the owner shall submit to the department a copy of DNR Form 542-1226. All classes of wells which are abandoned on or after April 25, 1990, must be properly plugged within 90 days of the date of abandonment. The owner shall properly plug the well and shall file DNR Form 542-1226 before demolition permit will be cleared and approved.

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

- Inspections should be scheduled and recorded before 5:00 p.m. the 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.
- All inspections should be called in and recorded using the County Inspection Request Message System (CIRMS) at (712) 328-5846.
- AM scheduled inspections will be performed from 8:00 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**

Building & Safety Division  
Office Hours: 8:00 a.m. to 4:30 p.m.  
**Inspection Request Line: (712) 328-5846**  
Main Phone Line: (712) 328-5847  
Fax Line: (712) 328-4731  
Website: [www.pottcounty.com](http://www.pottcounty.com)

**INSPECTION RECORD**

**INSPECTED BY/DATE**

<b>STRUCTURE REMOVED</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>DOCUMENTATION OF DISPOSAL LOCATION</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>FOUNDATION/FOOTING REMOVED</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>SEPTIC TANK REMOVED</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>SEPTIC TANK FILLED</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>WELL PLUGGED</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
<b>DNR FORM 542-1226 FILED</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____