



EXTERIOR RENOVATION PERMIT APPLICATION

POTTAWATTAMIE COUNTY, IOWA
OFFICE OF PLANNING AND DEVELOPMENT
BUILDING & SAFETY DIVISION

COURTHOUSE ANNEX
223 SOUTH 6th 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:
Job Address		Parcel Number	
Property Owner		Phone	
Property Owners Mailing Address			
Contractor		Phone	
Contractor Mailing Address		State Registration #:	

- Building Type/Use: Commercial Residential Multi-Family Other _____
- Class of Work: New Addition Alteration Repair Replacement
- Proposed Work: Structural Reroofing Window Enlargement Door Enlargement

STRUCTURAL RE-ROOFING

Note: Structural Re-Roofing encompasses the replacement and/or new installment of roof sheathing/decking, structural supports (i.e., joists, trusses, beams and other supporting members) of existing damaged or failing roofs, including all installation of new code required roofing underlayment, flashing, shingles and insulation.

Proposed Construction Description

Estimated Construction Valuation \$

Estimated Re-Sided area (Sq. Ft.)

Estimated Square Footage of Existing Structure (Sq. Ft)

STRUCTURAL WINDOW & DOOR ENLARGEMENT/REPLACEMENT

Note: Structural Window & Door Enlargement/Replacement encompasses the replacement or installation of new larger size window(s) and/or door(s) into an existing structure framed openings. Or replacement of existing damaged structural supports (i.e., headers, beams, supporting wall studs and other load bearing members), including the installation of code required weatherproofing, flashing, sealant material and insulation.

Proposed Construction Description

Number of Windows to be Replaced

PERMIT FEES		COST	AMOUNT
	One and Two Family Dwellings Structural Reroofing	\$56.25	
	One and Two Family Dwellings Window and doors enlargement of existing structure	\$56.25	
	One and Two Family Dwellings Combination of 2: Re-Roofing, or Window/Door Enlargement	\$75.00	
	One & two family dwellings, permit fee will be based on estimated construction cost/valuation using the adopted building permit fee schedule (1.50.105) <i>(See attached worksheet to calculate)</i>	<i>Building Permit Fee</i>	
	Covered Roof Area (over existing footprint, i.e. existing deck) \$12.50 per sq.ft. <i>(See attached worksheet to calculate)</i>	<i>Plan Review Fee (25%)</i>	
	Commercial: Other than one & two family dwellings, permit fee will be based on estimated construction cost/valuation using the adopted building permit fee schedule (1.50.105)	Building Permit Fee Schedule	
		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: _____

	Issued By: _____	Date: _____
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INSPECTION IS REQUIRED BEFORE COVER-UP AND AT COMPLETION

Inspection Requests: It shall be the duty of the holder of the building permit or their duly 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

