



# INTERIOR RENOVATION 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.POTTACOUNTY.COM

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

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

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

CONSTRUCTION INFORMATION			
Proposed Construction Description			
Estimated Construction Valuation \$	Proposed Construction Area (Square Footage)		
<b>FLOOD PLAIN DATA</b>	Rate Map # 19155C0-	Flood Zone <input type="checkbox"/> .2% <input type="checkbox"/> AH <input type="checkbox"/> A <input type="checkbox"/> AO <input type="checkbox"/> AE <input type="checkbox"/> X	Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No Floodway? <input type="checkbox"/> Yes <input type="checkbox"/> No

**RESIDENTIAL INTERIOR**  
 Construction Permit Valuation Schedule  
 (Standard Single Family Residential Construction Valuation Multipliers)

Building Valuation of:	Per Square Feet
Finish Existing Unfinished Area into Habitable (living) Area	\$36.50 per Sq. Ft.
Existing Garage Area – Change into Habitable (Living) Area	\$43.50 per Sq. Ft.
Basements Finish Existing Unfinished Area into Habitable Area	\$28.00 per Sq. Ft.
Remodel Existing Habitable (living) Area	\$18.25 per Sq. Ft.

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

(See Back For Additional Information & Example Fee Calculation)

REVISED 05/09

<b>PERMIT FEES</b>		<b>AMOUNT</b>
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. This permit fee will be verified during plan review and collected at the time of permit issuance.	Building Permit Fee	
Other than One & Two Family dwellings: permit fee will be based on estimated construction cost/valuation using the current Building Valuation Data and adopted building permit fee schedule (1.50.105).	Building Permit Fee	
Figuring the Plan Review at 25% of the calculated Building Permit cost. The Plan Review will be a required deposit at the time of your permit application submittal.	Plan Review Fee (submittal deposit)	
Issued by: _____	Date: _____	<b>TOTAL AMOUNT</b> <b>\$</b>
<p>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.</p> <p>Applicant Signature: _____ Date: _____</p>		

**BUILDING PERMIT FEE SCHEDULE**  
(Title 1.50.105)

TOTAL VALUATION	FEE
\$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...

**EXAMPLE: (FOR ONE & TWO FAMILY DWELLINGS/RESIDENTIAL)**

<u>Type of Building Area</u>	<u>Square Footage</u>	<u>Multiplier</u>	<u>Valuation</u>	
<i>Kitchen Remodel (Habitable)</i>	<i>150</i>	<i>X</i>	<i>\$18.25</i>	<i>\$ 2,737.50</i>
<i>Finish Existing Un-Finished Upstairs</i>	<i>25</i>	<i>X</i>	<i>\$36.50</i>	<i>\$ 9,125.00</i>
<i>Finish Existing Basement Area</i>	<i>1,200</i>	<i>X</i>	<i>\$28.00</i>	<i>\$ 33,600.00</i>
			<b>Valuation:</b>	<b>\$ 45,462.50</b>

**Proposed Total Valuation of \$45,462.50**

**For the first 25,000.00 = \$391.75, plus \$10.10 for each additional 1,000, or fraction thereof...**

**[( \$45,462.50 - \$25,000 = \$20,462.50 ) ( \$20,462 / 1,000 ) = 20.462 x 10.10 ] = \$206.80 + \$391.75 = \$598.25**

**Building Permit:**     *\$ 598.25*

**(submittal deposit) Plan Review:**     *\$ 149.50 [25% ( \$598.25 x .25 )]*

**Total Permit Fee:**     *\$ 747.75*

**\*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](http://www.pottcounty.com)

## PLAN SUBMITTAL REQUIREMENTS FOR INTERIOR RENOVATION PERMIT

### This Includes Remodels & Finished Uncompleted Existing Areas within a Structure

#### General Information for Submittal

- Submit two (2) complete sets of plans in blueprint or photocopy form, with a plan check deposit.
  - Pencil drawings or original drawings are not acceptable
- Plans prepared by an Iowa Registered Professional must be wet stamped, signed and dated on all sheets.
- If plans are NOT prepared by a Licensed Iowa Design Registered Professional then the following information must be 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 and basement area.
- Plans must be drawn to an approved scale and fully dimensioned: (other than details) approved scales;  $\frac{1}{4}''=1'-0''$  &  $\frac{1}{8}''=1'-0''$  can be used if pre-approved by County Staff.
- Minimum paper size for all plans; 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 must have complete existing layout (floor) plan, showing what was/is existing prior to remodel or finishing. Indicate and label the use of each existing room within the structure along with the door and window locations and sizes.

*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:*

#### Foundation Plan (If needed or required)

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.

#### Floor Plan

1. Provide floor layout 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, ventilation and egress 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.(If needed or required)
7. Call out all room ceiling style types and heights.
8. Provide locations of all plumbing fixtures (bathtubs/showers/sinks), water heater(s), and any other plumbing equipment.
9. Provide location of all built-in kitchen and bathroom cabinets, and fixed applications.
10. Provide location of each type of heating, cooling and ventilation unit equipment.
11. Provide all locations(s) of fireplace(s) along with the required ICC/UL listing number, for masonry 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 existing main meter/service panel and provide panel size (amperes).
4. Provide locations of all required smoke detectors throughout.
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 county plan check staff).

**INCOMPLETE PLANS WILL NOT BE ACCEPTED**