



# RESIDENTIAL ACCESSORY STRUCTURE PERMIT APPLICATION

Detached Garage, Storage Bldg., Deck,  
Carport, Porch, etc.

**CITY OF CARTER LAKE, IOWA**  
**Building & Zoning Department**

950 Locust Street  
Carter Lake, IA 51510  
Telephone: 712.847.0535  
Fax: 712.347.5454  
Inspection Request: 712.847.0535

	Permit Amount	Receipt #	Permit #
<b>JOB SITE ADDRESS:</b>	<b>PARCEL NUMBER:</b>		
<b>LEGAL DESCRIPTION:</b> <input type="checkbox"/> Attachment			<b>ACREAGE:</b>
<b>ZONING DISTRICT:</b> <input type="checkbox"/> R-1 Urban Residential Single-Family District <input type="checkbox"/> R-2 Urban Residential Mixed-Density District <input type="checkbox"/> R-3 Urban Residential Multi-Family District <input type="checkbox"/> R/CC CL Club Special Residential District <input type="checkbox"/> RM Mobile Home Residential District <input type="checkbox"/> MC Mixed Use District <input type="checkbox"/> PUD Planned Unit Development Overlay District			
<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 #:</b>			
<b>Electrical:</b> _____	<b>Plumbing:</b> _____	<b>Mechanical:</b> _____	
<b>State License #:</b> _____	<b>State License #:</b> _____	<b>State License #:</b> _____	

**Building Type/Use:**     Garage    Storage    Shop    Other \_\_\_\_\_

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

**Electrical:**             Yes         No

All property owners, HOA and others having interest in this project been contacted  YES  NO

CONSTRUCTION INFORMATION		
<b>PROPOSED CONSTRUCTION DESCRIPTION:</b>		
<b>ESTIMATED CONSTRUCTION COST:</b> \$	<b>PROPOSED BUILDING AREA</b> (square footage):	<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. (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, a nonrefundable deposit at the time of your permit application submittal. (see next page to figure cost)		<b>Plan Review Fee (submittal deposit)</b> 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 City of Carter Lake, 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. 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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**ACCESSORY STRUCTURES  
PERMIT VALUATION WORKSHEET**

**Building Valuation Schedule**

*(Construction Valuation Multipliers to determine Permit Valuation)*

<b>BUILDING VALUATION OF:</b>	<b>PER SQUARE FEET</b>
Garage or Storage Building – Attached or Detached ( <i>conventional construction</i> )	\$ 45.09 per Sq. Ft.
Storage Basement – Unfinished Storage Area	\$ 21.00 per Sq. Ft.
New Storage or Garage built on <i>existing foundation</i>	\$ 18.00 per Sq. Ft.
Open Covered Storage/Carport/Awning & Attached or Detached ( <i>covered roof area</i> )	\$ 17.00 per Sq. Ft.
Storage Structure / Shed	\$ 16.50 per Sq. Ft.
Deck – Elevated Wood Deck not covered ( <i>30-inches or greater above ground</i> )	\$ 18.25 per Sq. Ft.
Carport	\$15.00 flat rate
Shed (10x12 or smaller)	\$15.00 flat rate
Deck/Canopy (10x12 or smaller)	\$23.00 flat rate

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

*(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 \$ 3.65 for each additional \$ 1,000.00, or fraction, thereof...

**Note**

*Residential – other Inspections and Fees*

Inspections outside of normal business hours per hour (minimum charge of 2.5 hours)	\$123.00/per hr
Re-inspections fees assessed under provision of CBMC 13.01.305 Paragraph H, per Inspection	\$123.00/per hr
Inspections for which no fee is specifically indicated per hour (minimum charge one hour)	\$123.00/per hr
Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge one hour)	\$123.00/per hr

For use of outside consultants for plan review and Inspections

Actual Costs\*

\*Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

## ZONING DISTRICT REGULATIONS

DISTRICT	Site Area per Housing Unit (sq ft)	Minimum Lot Area (sq ft)	Minimum Lot Width (feet)	Front Yard	Side Yard	Street Side Yard	Rear Yard	Max Height (feet)	Max Building Coverage	Max Impervious Coverage	Floor Area Ratio	Max % of Total Parking Located in Street Yard	Minimum Depth of Landscaping Adjacent to Street Right-of-Way Line (feet)
<b>R-1</b>													
Other Permitted Uses		10,000	80	25	15	20	25	35	30%	40%	N/A	N/A	25
<b>R-2</b>													
OTHER PERMITTED USES				25	10	15	25	35	45%	55%	.50	50%	20
<b>R-3</b>													
OTHER PERMITTED USES				25	10	15	25	35	45%	55%	.50	50%	20
<b>R/CC</b>													
Other Permitted Uses		6,000	50	25	10	15	10	35	55%	65%	.50		10
<b>RM</b>													
Other Permitted Uses in Conv. Develop.		6,000	60	25	10	15	25	35	45%	60%	.50	50%	20*, 35**
*private **public													
<b>C/L</b>													
Permitted Uses		6,000	75	*Note 1	10	15	25	35	60%	80%	1.0	50%	10
<p><b>*Note 1 - Setbacks along Urban Corridors</b>                      Normal minimum setback is 25 feet/ Front yard setback may be reduced to 15 feet if:                      1. No parking is placed within the street yard.                      2. The entire street yard area is landscaped, with the exception of driveways to parking areas or pedestrian accesses to the principal building on the site.                      This setback flexibility shall not be applied on any street without the specific approval of the City Council.</p>													
<b>C-1</b>													
Permitted Uses	N/A	6,000	60	15 (Note 1)	7	15	*	35	60%	80%	.50 (Note 2)	75%	10
<p><b>* Less of 15% of lot depth or 20 feet</b>                      Note 1: Flexible Yard Setbacks in Planned Districts                      The Planning Board and City Council may vary required minimum setbacks in planned districts. However, the setbacks from the front façade of a garage to any public or private street right-of-way (including the boundary of sidewalks) must be at least 20 feet.                      Note 2: Flexible Floor Area Ratios in Planned Districts:                      The Planning Board and City Council may increase the maximum Floor Area Ratio for a development in a planned district.</p>													
<b>C-2</b>													
Permitted Uses		6,000	65	25 (Note 1)	0	25	0	35	70%	90%	1.0 (Note 2)	100%	10
<p>Note 1: Flexible Yard Setbacks in Planned Districts                      The Planning Board and City may vary required minimum setbacks in planned districts. Along Arterials designated in the city's Comprehensive Development Plan, the Maintenance Supervisor may require a deeper front-yard setback.                      Note 2: Flexible Floor Area Ratios in Planned Districts                      The Planning Board and City Council may increase the maximum Floor Area Ratio for a development in a planned district.</p>													
<b>TC</b>													
All Other Permitted Uses													
Conventional Developments	N/A	10,000	No requirement	0	0	0	0	35	50%	70%	3.0	50%	0*
Planned Developments													
<p><b>* 5 ft. for one story. 5ft. for each additional story</b>                      Note 1: Flexible Floor Area Ratios in Planned Districts                      The Planning Board and City may vary required minimum setbacks in planned districts. Along Arterials designated in the city's Comprehensive Development Plan, the Maintenance Supervisor may require a deeper front-yard setback.</p>													
<b>C/A</b>													
Permitted Uses		8,000	80	25 (Note 1)	0	0	0	*	70%	85%	3.0 (Note 2)	75%	15
<p><b>* 60 unless reduced by airport standards</b>                      Note 1: Flexible Yard Setbacks in Planned Districts                      The Planning Board and City may vary required minimum setbacks in planned districts. Along Arterials designated in the city's Comprehensive Development Plan, the Maintenance Supervisor may require a deeper front-yard setback.                      Note 2: Flexible Floor Area Ratios in Planned Districts                      The Planning Board and City Council may increase the maximum Floor Area Ratio for a development in a planned district.</p>													

DISTRICT	Site Area per Housing Unit (sq ft)	Minimum Lot Area (sq ft)	Minimum Lot Width (feet)	Front Yard	Side Yard	Street Side Yard	Rear Yard	Max Height (feet)	Max Building Coverage	Max Impervious Coverage	Floor Area Ratio	Max % of Total Parking Located in Street Yard	Minimum Depth of Landscaping Adjacent to Street Right-of-Way Line (feet)
<b>BP</b>													
Permitted Uses		20,000	100	30 (Note 1)	10	25	30	60 *	50%	701%	2.0 (Note 2)	50%	20
<p align="center"><b>* "unless reduced by airport approach standard"</b></p> <p align="center"><i>Note 1: Flexible Yard Setbacks in Planned Districts</i> The Planning Board and City Council may vary required minimum setbacks in planned districts.</p> <p align="center"><i>Note 2: Flexible Floor Area Ratios in Planned Districts</i> The Planning Board and City Council may increase the maximum Floor Area Ratio for a development in a planned district.</p>													
<b>M-1</b>													
Permitted Uses	10,000*	10,000	100	** (Note 1)	0	25	10	75	70%	90%	1.0 (Note 2)	100%	10
<p align="center"><b>* Minimum District Size (sq ft) ** 25; greater of 35 feet from property line or 50 feet from the centerline along roads on the TEA-21 arterial system</b></p> <p align="center"><i>Note 1: Flexible Yard Setbacks in Planned Districts</i> The Planning Board and City may vary required minimum setbacks in planned districts. Along Arterials designated in the city's Comprehensive Development Plan, the Maintenance Supervisor may require a deeper front-yard setback.</p> <p align="center"><i>Note 2: Flexible Floor Area Ratios in Planned Districts</i> The Planning Board and City Council may increase the maximum Floor Area Ratio for a development in a planned district.</p>													
<b>M-2</b>													
Permitted Uses		1 acre	100	* (Note 1)	0	25	10	75	80%	90%	1.0 (Note 2)	100%	10
<p align="center"><b>*25; greater of 35 feet from property line or 50 feet from the centerline along roads on the TEA-21 arterial system</b></p> <p align="center"><i>Note 1: Flexible Yard Setbacks in Planned Districts</i> The Planning Board and City may vary required minimum setbacks in planned districts. Along Arterials designated in the city's Comprehensive Development Plan, the Maintenance Supervisor may require a deeper front-yard setback.</p> <p align="center"><i>Note 2: Flexible Floor Area Ratios in Planned Districts</i> The Planning Board and City Council may increase the maximum Floor Area Ratio for a development in a planned district.</p>													

**DEFINITION OF ZONING DISTRICT**

- R-1 Urban Residential Single-Family District
- R-2 Urban Residential Mixed-Density District
- R-3 Urban Residential Multi-Family District
- R/CC CL Club Special Residential District
- RM Mobile Home Residential District
- C/L Locust Street Mixed Use Corridor District
- C-1 Limited Commercial/Office District
- C-2 General Commercial District
- T-C Town Center
- C/A Abbott Drive Corridor District
- BP Business Park District
- M-1 Limited Industrial District
- M-2 General Industrial District
- MU Mixed Use District
- PUD Planned Unit Development Overlay District
- W Water-Oriented Development Overlay District
- FP/FW Floodplain Overlay District

Note: Provided in Table 1, Height and Area Matrix, are the height and area requirements for each zoning district. Where there are two (2) or more values shown, the first is for the permitted use in the district followed by supplemental requirements for other uses and site conditions. For example, in the R-1 District the minimum lot width is shown as 60/70/35, which means that sixty (60) feet is the minimum lot width for most lots, seventy (70) feet is the minimum lot width for corner lots, and thirty-five (35) feet is the minimum lot width (at the curb) for lots abutting a cul-de-sac. The second value shown for rear and side setbacks in the commercial and industrial zoning districts are for lots that are adjacent to residential areas.

## SECTION C- FLOOD PLAIN DEVELOPMENT

<b>Rate Map Information</b>		Rate Map <input style="width: 100px; height: 20px;" type="text"/>	Flood Zone: <input type="checkbox"/> .2% <input type="checkbox"/> A <input type="checkbox"/> AE	<input type="checkbox"/> AH <input type="checkbox"/> AO <input type="checkbox"/> X	Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No	Floodway? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PROJECT DESCRIPTION</b>	<b>Type of Development</b>	<input type="checkbox"/> Filing <input type="checkbox"/> Routine Maintenance <input type="checkbox"/> Substantial Improvement <span style="margin-left: 200px;"> <input type="checkbox"/> Grading/Excavation  <input type="checkbox"/> Minor Improvement  <input type="checkbox"/> New Construction (Skip Structural Improvements)                 </span>				
	<b>Detailed Description of Development Proposed</b>	<input type="checkbox"/> Per Attachment				
<b>STRUCTURAL IMPROVEMENTS</b>	<b>Is the existing structure non-conforming?</b>	<input type="checkbox"/> Not Applicable <input type="checkbox"/> There is no existing structure <input type="checkbox"/> Yes <input type="checkbox"/> No				
	<b>Size of existing structure(s):</b>					
	<b>Value of existing structure(s):</b>	\$	Source of value of existing structure	<input type="checkbox"/> Assessor <input type="checkbox"/> Appraisal		
	<b>Size of proposed structure and/or addition:</b>					
	<b>Estimated cost of improvements:</b>	\$				
	<b>Type of structure being constructed/improved:</b>	<input type="checkbox"/> Residential Dwelling <input type="checkbox"/> Non-Residential <input type="checkbox"/> Accessory Building <input type="checkbox"/> Other: <input style="width: 100%; height: 20px;" type="text"/>				
<b>FLOODPLAIN/FLOODWAY DATA</b>	<b>Is property located in a designated floodway?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If answered yes, certification must be provided prior to the issuance of a permit to develop, that the proposed development will result in no increase in the 100-year base flood elevation. <b>No new residential or substantially improved buildings are permitted in the floodway.</b></i>				
	<b>Is property located in a designated floodway fringe?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If this permit is issued, it will be with the condition that the lowest floor (including basement) of any new or substantially improved residential building will be elevated at least 1.0 above the 100-year base flood elevation. If the proposed development is a non-residential building, this permit will be issued with the condition that the lowest floor (including basement) of a new or substantially improved non-residential building will be elevated or flood proofed to at least 1.0 foot above the 100-year base flood elevation. Detached accessory structures to a residential use may be exempt if it meets certain criteria. Contact the Planning Dept. of details.</i>				
	<b>MSL/NGVD=Mean Sea Level/National Geodetic Vertical Datum of 1929</b>	<i>Elevation of the 100-Year Base Flood:</i>		<i>MSL/NGVD:</i>		
		<i>Elevation of the proposed development site (natural ground/grade):</i>		<i>MSL/NGVD:</i>		
	<i>Required elevation/flood proofing level for lowest floor:</i>		<i>MSL/NGVD:</i>			
	<i>Proposed elevation/flood proofing level for lowest floor (including basement):</i>		<i>MSL/NGVD:</i>			

**PLEASE MAKE CERTAIN THAT YOU WANT TO PROCEED WITH THIS PROJECT WHEN SUBMITTING YOUR APPLICATION.  
THE 25% PLAN REVIEW FEE IS NON-REFUNDABLE ONCE THE APPLICATION IS SUBMITTED.**

## **PLAN SUBMITTAL REQUIREMENTS**

### **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.
- 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.

### **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 structure.
3. Provide all window locations, sizes and type (fixed, slider, casement, etc.).
4. Note all required fire-wall(s), materials and locations.
5. Provide all door locations, sizes, types and direction of swing.
6. If applicable, show location and size of attic access (min. 22x30).
7. If applicable, provide locations of all plumbing fixtures (toilets, sinks, hose bibs, any other plumbing equipment).
8. Provide location of all built-in cabinets, shelves and fixed any applications.

## **BUILDING SECTIONS**

1. Show a typical building cross section to clearly show framing details.
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. If applicable, provide and show insulation of R-value in ceiling and walls.
7. Provide dimensions for all points of construction.

## **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. If applicable, show location and size of attic access (min. 22"x30").
4. Provide and call out all beam and header locations, type and sizes.
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 manufacturer specifications.

**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 typical exterior elevation views (4-sides typical) of structure.
2. Show all exterior windows and door locations.
3. Call out all exterior finishes (siding/stucco/brick) and any special features.
4. 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 (if applicable)**

1. Provide complete floor(s) plan, identifying room areas, doors and windows.
2. Provide all electrical receptacles (outlets) and identify all required GFCI receptacles and dedicated 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 location of all built-in cabinets, shelves and fixed appliances with all electrical serving the counter areas.
5. Provide location of all electrical disconnects in relationship to fixed equipment.
6. Electrical calculation may be required for a particular size of project (check with the plan review staff)

## **EXAMPLE ONLY**

### **EXAMPLE OF PERMIT FEE FOR ACCESSORY (GARAGE) STRUCTURE**

<b><u>Type of Building Area</u></b>	<b><u>Square Footage</u></b>		<b><u>Multiplier</u></b>	<b><u>Valuation</u></b>
<u>3-Car Garage</u>	<u>600</u>	X	<u>\$ 45.09</u>	<u>\$ 27,054.00</u>
<u>Cover Storage (attached)</u>	<u>150</u>	X	<u>\$ 17.00</u>	<u>\$ 2,550.00</u>
			<b>Permit Valuation:</b>	<b>\$ <u>29,604.00</u></b>

Proposed Total Permit Valuation of \$ 29,604.00

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

$[(\$29,604 - 25,000) = \$4,604] = \frac{4,604}{1,000} = 4.604 \times 10.10 = \$46.50 + \$391.75 = \$ 438.25]$

<b>BUILDING FEE</b>	<b>\$ <u>438.25</u></b>
(25% of building fee) <b>PLAN REVIEW FEE</b> (Due upon submittal and non-refundable)	<b>\$ <u>109.56</u></b>
<b>TOTAL PERMIT FEE</b>	<b>\$ <u>547.81</u></b>

## **EXAMPLE ONLY**

**PLEASE MAKE CERTAIN THAT YOU WANT TO PROCEED WITH THIS PROJECT WHEN SUBMITTING YOUR APPLICATION.  
THE 25% PLAN REVIEW FEE IS NON-REFUNDABLE ONCE THE APPLICATION IS SUBMITTED.**

***\*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 inspection.

- Inspections should be scheduled and recorded before 5:00 p.m. the day **BEFORE** the inspection is requested.
- After hours, weekend and holiday Inspections shall 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 to 712.847.0535
- 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 times will need to be pre-approved by your scheduled Inspector, the day before.

**Contact Information**

Building & Zoning Department  
Office Hours: 8:00 a.m. to 4:30 p.m.  
City Hall: 712.847.0535  
Fax: 712.347.5454