

A building permit is required for any building or structure erected, constructed, or placed on any land within the unincorporated area of Warren County--including mobile, manufactured, and modular homes. Alterations of existing buildings also require a permit. Building permits are available through the Zoning Office. New residences will have contact with 4 other County Offices: Assessor, Environmental Health, Engineer=s Office, and E-911 before the Zoning Office issues a permit. Since the Assessor, Environmental Health, Engineer and Zoning Offices are all located in the Warren County Administration Building, we suggest you contact the Zoning Office first and obtain your address routing form which will be routed to the Engineers Office by each individual. You should then contact Environmental Health for Septic Permit information.

The following list represents the information that must be submitted when applying for a Building Permit:

REQUIREMENTS FOR A BUILDING PERMIT

1. LEGAL DESCRIPTION:

This may be obtained from the Recorder=s office if you do not have a copy.

2. SITE PLAN:

Submit an informal drawing--does not have to be drawn to scale. Include lot dimensions, driveway location, street/road access--if on a corner lot with intersecting roads or streetsBshow both. Show location of structure with yard (front, rear and side) setbacks. Give dimensions of the new structure or addition. North directional arrow is also to be shown on the drawing.

(You may stop here for ACCESSORY STRUCTURES-Garage/Pole Barn/Swimming Pool)
FOR NEW RESIDENCES-READ ON

3. SEPTIC PERMIT NUMBER:

Contact the Environmental Health Office to obtain an information packet and/or requirements. Their phone number is 961-1065. Their address is: Warren County Administration Building, 301 North Buxton, Suite 214, Indianola, IA 50125.

Before a Building Permit can be issued on a building which will have sanitary facilities (bathrooms, restrooms, etc.), a copy of your Septic Permit must be included with your application. If connecting to an existing system, an evaluation and approval is needed from the Sanitarian. Disregard this requirement if connecting to a central sanitary sewer system.

4. ENTRANCE TO YOUR PROPERTY FOR RESIDENCE OR STRUCTURE:

An access permit is required for existing entrances of for non-existing driveway entrances or accesses. It is required to make application for existing entrances of new driveway entrances. Contact the Engineer=s Office to discuss and obtain approved access to your property. Their

phone number is 961-1050. Their address is: Warren County Administration Building, 301 North Buxton, Suite 211, Indianola, IA 50125. If there is not an existing driveway entrance or access to a County road, an Access Permit is required. Access Permits on State Highways are issued by the Iowa Department of Transportation Office. Information may be obtained from the Engineer=s Office, if applicable, during your visit there.

5. ADDRESSING YOUR NEW RESIDENCE:

If this is a new residence, an address must be assigned by the E-911 office. This step is handled in conjunction with the Engineer=s Office access approval. The Engineer=s Office will handle the paperwork for E-911 **AFTER** the access is approved. It is necessary for the Engineer=s Office to physically go to the proposed site in many cases and take measurements and conduct a site check prior to approval of the access. You should leave your paperwork at the Engineer=s Office and they, in turn, will forward it to the E-911 Office. Should this access wished to be shared by two or more parties, all parties must have a written statement agreeing that they **all** would share one access. If there is disagreement, addresses will not be assigned and the parties will have to work out other means for an access. When all parties agree, the signed statements are taken to the Warren County Board of Supervisors for approval. The E-911 office will send out a letter and inform you as to what address has been assigned. The Warren County E-911 Office is located in the Warren County Court House, upstairs room 203. You may also call with any questions or concerns related to your address at 515-961-1105.

6. COMPLETED APPLICATION and BUILDING PERMIT FEE:

Upon the completion of the above steps please bring the required information to our office and we will assist you in completing an Application form and the Zoning Director will issue your Building Permit. It is best to phone for an appointment--961-1060 to assure a time convenient to you. Monday through Friday-8:00 to 4:30.

Permit Fees are \$500.00 for PRIMARY STRUCTURES; for example, new residences or additions to new residences--remodeling where the outside measurements change, enclosed porch, deck(s), attached garage, carport. ACCESSORY STRUCTURES fee is \$100.00 for detached garages, pole barns, sheds, storage sheds, swimming pools, signs.

Fee is EXEMPT for residences or buildings on 20 acres or more where agricultural use is primary in nature. We do ask that a building permit be obtained in the A-1 District due to the 3 residences per Quarter Quarter ordinance in effect. Thank you for compliance with this request.

NOTE: Construction must begin within 6 months of issuance of the permit and be completed within 18 months. If an extension is required, contact the Zoning Office. All construction must comply with the UBC (Universal Building Code) Standards and State of Iowa requirements. Warren County urges owners to hire reputable licensed contractors who are familiar with the building codes and observe all safety precautions. The Zoning officer inspects and enforces setback requirements in accordance with the 2000 Warren County Zoning

Ordinances.