



# City of Underwood, Iowa

**BUILDING & SAFETY DEPARTMENT**  
 INSPECTION LINE 712-256-6493  
 City Hall 712-566-2373  
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 P.O. Box 40  
 218 Second Street  
 Underwood, IA 51576

## ONE & TWO FAMILY DWELLING BUILDING PERMIT APPLICATION

	Receipt Number	Total Permit Amount	Permit Number
JOB SITE ADDRESS		PARCEL NUMBER	
PROPERTY OWNER		PHONE NUMBER	
PROPERTY OWNERS ADDRESS			
CONTRACTOR		PHONE NUMBER	
CONTRACTOR MAILING ADDRESS			

**Building Type/Use:**  Single Family  Two-Family (Duplex) Other \_\_\_\_\_

**Class of Work:**  New Structure  Addition

### CONSTRUCTION INFORMATION

PROPOSED CONSTRUCTION DESCRIPTION

ESTIMATED CONSTRUCTION VALUATION \$

PROPOSED BUILDING AREA (SQUARE FOOTAGE)

FLOOD PLAIN DATA	Rate Map	Flood Zone	<input type="checkbox"/> .2% <input type="checkbox"/> AH	Floodplain?	Floodway?
	# 19155C0-	<input type="checkbox"/> A <input type="checkbox"/> AO	<input type="checkbox"/> AE <input type="checkbox"/> X	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

### PERMIT FEES

### AMOUNT

For One & Two Family dwellings (Residential): After calculating the square footage with the 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 )

**Building Permit Fee**

\$

Figuring the Plan Review Fee at 25% of the calculated Building Permit Fee cost. The Plan Review Fee will be a required deposit at the time of your permit application submittal. (See Next Page )

**Plan Review Fee (submittal deposit)**

\$

**Total Amount**

\$

I will save, indemnify, and keep harmless the City of Underwood, 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, ordinance, and laws. Signature constitutes an attestation by the applicant that application complies with all covenants, conditions, and restrictions.

**APPLICANTS SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Issued By** \_\_\_\_\_ **Date** \_\_\_\_\_

**ONE & TWO-FAMILY DWELLING  
PERMIT VALUATION WORKSHEET**

**Dwelling Building Valuation Schedule**  
(Standard 1 & 2 Family Dwelling Construction Valuation Multipliers)

<b>BUILDING VALUATION OF:</b>	<b>PER SQUARE FEET</b>
Living/habitable Dwelling Area (included all stories or levels)	\$ 71.50 per Sq.Ft.
Basement – Finished Living/habitable Dwelling Area	\$ 36.50 per Sq.Ft.
Basement – Unfinished	\$ 18.25 per Sq.Ft.
Garage – Attached or Detached	\$ 28.00 per Sq.Ft.
Carport – Attached or Detached	\$ 12.50 per Sq.Ft.
Porch – Enclosed Living/habitable Area	\$ 29.50 per Sq.Ft.
Porch – with covered Roof	\$ 14.75 per Sq.Ft.
Deck – Elevated Wood Deck not covered (30 inches Above Grade)	\$ 8.25 per Sq. Ft.

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

**ESTIMATED VALUATION:** \$ \_\_\_\_\_

(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 \$ 3.15 for each additional \$ 1,000.00, or fraction thereof...

# PLAN SUBMITTAL REQUIREMENTS FOR SINGLE FAMILY & TWO-FAMILY DWELLINGS

## 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.
- 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 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.
3. Call out size and type of floor sheathing.
4. Provide location of required under-floor access opening and size (min 22"x30").
5. Provide under-floor ventilation calculations along with all the locations & sizes of foundation vents (If required).

## **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 dwelling or structure.
3. Provide all window locations, sizes and type (fixed, slider, casement, etc.) and meet natural light and ventilation 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.
7. Show location and size of attic access (min. 22x30).
8. Call out all room ceiling style types and heights.
9. Provide locations of all plumbing fixtures (bathtubs/showers/sinks), water heater(s), hose bibs, any other plumbing equipment and required vacuum breaker if lawn sprinkler system is included.
10. Provide location of all built-in kitchen and bathroom cabinets, and fixed applications (both interior and exterior).
11. Provide location of each type of heating, cooling and ventilation unit equipment.
12. Provide all locations(s) of fireplace(s) along with the required ICC/UL listing number, for all types' fireplaces, provide required details and installation from manufacturer.

## **BUILDING SECTIONS**

1. Show as many building sections as necessary to clearly show all framing details. Include garage section and all open covered porch and patio areas.
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. Provide and show insulation of R-value in ceiling, walls, under-floor or stem-walls.
7. Provide dimensions for all points of construction
8. For habitable rooms or areas with various ceiling heights (sloped), provide a room cross-section that has floor and ceiling dimensions at the lowest and highest areas.

## **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. Show location and size of attic access (min. 22"x30").
4. Provide and call out all beam and header locations, type and size.
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 details.

**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 all exterior views (4-sides typical) of structure.
2. Show all exterior windows and door locations.
3. Provide location of any fireplace chimneys with height dimensioned from adjacent roof.
4. Call out all exterior finishes (siding/stucco/brick) and any special features.
5. 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**

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 main meter/service panel and provide panel size (amperes) along with description or required grounding.
4. Provide locations of all required smoke detectors throughout structure.
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 plan review staff).

# INCOMPLETE PLANS WILL NOT BE ACCEPTED

## EXAMPLE ONLY

### EXAMPLE: OF PERMIT & PLAN REVIEW FEES FOR ONE & TWO-FAMILY DWELLING

<u>Type of Building Area</u>	<u>Square Footage</u>		<u>Multiplier</u>	<u>Valuation</u>
<u>Main &amp; Second Floors (living)</u>	<u>2,000</u>	X	<u>\$ 71.50</u>	<u>\$ 143,000.00</u>
<u>Un-finished Basement</u>	<u>1,500</u>	X	<u>\$ 18.25</u>	<u>\$ 27,375.00</u>
<u>3-Car Garage</u>	<u>550</u>	X	<u>\$ 28.00</u>	<u>\$ 15,400.00</u>
<u>Enclosed Patio</u>	<u>150</u>	X	<u>\$ 36.50</u>	<u>\$ 5,475.00</u>
<u>Covered Patio &amp; Decks</u>	<u>285</u>	X	<u>\$ 13.50</u>	<u>\$ 3,847.50</u>

**Permit Valuation \$ 195,097.50**

Proposed Total Permit Valuation of \$ 195,097.50

For the first \$100,000.00 = \$993.75, plus 5.60 for each additional 1,000, or fraction thereof...

[( $\$195,097 = 95,097$ ) = ( $\frac{195,097}{1,000} \times 5.60$ ) = \$ 532.50 + \$ 993.75 = \$ 1,526.25]

Note: Round to the nearest ¼ of a dollar (.25)

**BUILDING PERMIT \$ 1,526.25**

**PLAN REVIEW \$ 381.50**  
(Deposit Due upon submittal)

**TOTAL PERMIT FEE \$ 1,907.75**

## EXAMPLE ONLY