COMMERCIAL CONSTRUCTION PERMIT APPLICATION

MILLS COUNTY, IOWA
BUILDING & ZONING DEPARTMENT
403 RAILROAD AVENUE
GLENWOOD, IA 51534
Phone: 712-527-4347
Fax: 712-527-4439
Website: www.millscoia.us

Permit Amount	Township	Permit Number

JOB SITE ADDRESS: | **PARCEL NUMBER:**

LEGAL DESCRIPTION: ☐ *Attachment* | **PROPERTY SIZE:**

AGRICULTURAL EXCEPTION FILED: ☐ Yes ☐ No

ZONING DISTRICT: ☐ **AG** *(Agricultural)* ☐ **AR** *(Agricultural-Residential)* ☐ **LH** *(Loess Hills Conservation Develop.)* ☐ **V** *(Village)* ☐ **C-1** *(Commercial Convenience)* ☐ **C-2** *(Commercial Highway Oriented)* ☐ **I** *(Industrial)* ☐ **OS** *(Open Space)* ☐ ***CO*** *(Corridor Overlay)*

PROPERTY OWNER: | **PHONE NUMBER:**

PROPERTY OWNERS ADDRESS: | **STATE:** | **ZIP CODE:**

GENERAL CONTRACTOR NAME: | **STATE LICENSE #:** | **PHONE NUMBER:**

CONTRACTOR MAILING ADDRESS: | **STATE:** | **ZIP CODE:**

SUB-CONTACTORS NAME & STATE LICENSE #'s:

Electrical: _____ **Plumbing:** _____ **Mechanical:** _____

State License #: _____ **State License #:** _____ **State License #:** _____

Building Type/Use: ☐ General Commercial ☐ Industrial ☐ Multi-Family ☐ Other _____

Class of Work: ☐ New Structure ☐ Addition ☐ Tenant Improvement ☐ Remodel ☐ Other _____

CONSTRUCTION INFORMATION

PROPOSED CONSTRUCTION DESCRIPTION:

ESTIMATED CONSTRUCTION COST: $

PROPOSED BUILDING AREA *(square footage)*:

CODE TYPE OF CONSTRUCTION:

PERMIT FEES		AMOUNTS
Building Fee will be based on engineered estimated construction cost or permit valuation using the current Building Valuation Data and adopted Building Permit Fee Schedule. *(see next page to figure cost)*	**Building Fee:**	**$**
	Recording Fee:	**$17.00**
	Total Amount	**$**

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 County of Mills, 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. Construction of any building or structure shall be in accordance with the applicable provisions of the state building code, subject, however to the power granted to the board of review in section 103A.16. Applicant understands all permit fees are non-refundable except as set forth in section 24.1.74 Refunds of Chapter 24 – Building and Property Maintenance of the Mills County Code of Ordinances. Signature constitutes an attestation by the applicant that application complies with all covenants, conditions, and restrictions.

APPLICANTS SIGNATURE _____ DATE _____

Issued By:	Date:

SECTION A – PERMIT FEES

PERMIT TYPE	FEE
Carports:	$60.00
Lean to/Awning:	$60.00
Demolition:	$80.00
Decks:	$105.00
Above Ground Pool:	$60.00
Inground Pool:	$525.00
Accessory Structures (including garages):	
Less Than 200 Sq Ft.	No permit required
201- 1000 Sq. Ft.	$320.00
1001 + Sq..Ft. or Greater	$525.00
New Residences:	
Single-Family Residence	$1050.00
Multi-Family Residence (2+ units)	$775.00 first unit + $250.00 per additional unit
Residential Addition to Existing Structure:	$525.00
Residential Interior Renovation:	$275.00
Mobile/Modular/Manufactured Homes:	$275.00
Mobile Home in Mobile Home Park:	$175.00
Relocation of Existing Structure:	$525.00
Signs:	
Wall; Projecting; Window:	$125.00
Directional; Pole; Monument:	$525.00
Commercial Structures:	One percent of valuation with a minimum of $300.00
Permanent Structured Gate:	$105.00
Permanent Grandstand Seating:	$105.00
Communication Towers:	
New Towers:	$2,625.00
Existing Towers:	$1,050.00
Generators:	$525.00

Hotels/Motels:	$30.00 per unit/with minimum of $500.00
Solar Energy Systems:	
Residential:	$125.00
Commercial:	
System Size: 0->2000 (kW-dc)	All sizes of commercial solar- One percent of the valuation with a minimum of $300.00

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SECTION B – ZONING INFORMATION

SITE AREA PER UNIT	OS	AG	AR	LH	V	C-1	C-2	I
Minimum front yard	**100 feet**	**75 feet**	**75 feet**	**75 feet**	**NA**	**25 feet**	**25 feet**	**25 feet**
Minimum front yard - Major residential subdivision *(with public water & sewer)*	**25 feet**	**25 feet**	**25 feet**	**25 feet**				
Minimum side yard	**10 feet**	**10 feet**	**10 feet**	**10 feet**	**NA**	**10 feet**	**10 feet**	**10 feet**
Minimum rear yard	**25 feet**	**25 feet**	**25 feet**	**25 feet**	**NA**	**50 feet**	**50 feet**	**50 feet**
Maximum building height	**25 feet**	**35 feet**	**35 feet**	**35 feet**	**35 feet**	**50 feet**	**50 feet**	**50 feet**
Maximum building coverage	**1%**	**5%***	**15%***	**5%***	**NA**	**40%**	**40%**	**50%**
Maximum impervious coverage *(excluding structures)*	**5%**	**10%***	**10%***	**10%***	**NA**	**70%**	**70%**	**80%**
Grading Permit Standards *(Code Section 7)*	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Conservation Development *(Code Section 5)*	**No**	**No**	**No**	**Yes**	**No**	**No**	**No**	**No**
Landscape Requirement *(Code Section 27.6.3)*	**No**	**No**	**For Special Permit Uses**	**For Special Permit Uses**	**No**	**Yes**	**Yes**	**Yes**
Buffer yard Requirement *(Code Section 27.6.5)*	**No**	**No**	**For Special Permit Uses**	**Yes**	**No**	**Yes**	**Yes**	**Yes**

OS – Open Space District **AG** – Agricultural District **AR** – Agricultural/Residential District **LH** – Loess Hills Conservation Development
V – Village District **C-1** – Convenience Commercial **C-2** – Highway-Oriented Commercial **I** - Industrial

Notes:

- *Density, front yard setback, building coverage, impervious coverage and height requirements may be varied within Planned Unit Developments as set forth in Section 20.7(4).*
- *In Loess Hills Conservation Development, the development criteria and grading permit standards may be the same as in the Agriculture/Residential District, if the land has crop land history as proven by Farm Service Agency (FSA) maps.*

** Not applicable to existing non-conforming lots as approved by the County Zoning Official/Officer.*

SECTION C- FLOOD PLAIN DEVELOPMENT

Rate Map Information		*Rate Map*	*Flood Zone:* ☐ .2% ☐ A ☐ A3	☐ A4 ☐ A5 ☐ A6	☐ A7 ☐ A8 ☐ A9	☐ AH ☐ B ☐ C	*Floodplain?* ☐ Yes ☐ No	*Floodway?* ☐ Yes ☐ No		
PROJECT DESCRIPTION	**Type of Development**	☐ *Filing* ☐ *Routine Maintenance* ☐ *Substantial Improvement*	☐ *Grading/Excavation* ☐ *Minor Improvement* ☐ *New Construction (Skip Structural Improvements)*							
	Detailed Description of Development Proposed	☐ *Per Attachment*								
STRUCTURAL IMPROVEMENTS	**Is the existing structure non-conforming?**	☐ *Not Applicable* ☐ *There is no existing structure* ☐ *Yes* ☐ *No*								
	Size of existing structure(s):									
	Value of existing structure(s):	**$**	*Source of value of existing structure*	☐ *Assessor* ☐ *Appraisal*						
	Size of proposed structure and/or addition:									
	Estimated cost of improvements:	**$**								
	Type of structure being constructed/improved:	☐ *Residential Dwelling* ☐ *Non-Residential* ☐ *Accessory Building* ☐ *Other:*								
FLOODPLAIN/FLOODWAY DATA	**Is property located in a designated floodway?**	☐ *Yes* ☐ *No*	*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.* *No new residential or substantially improved buildings are permitted in the floodway.*							
	Is property located in a designated floodway fringe?	☐ *Yes* ☐ *No*	*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.*							
	MSL/NGVD=Mean Sea Level/National Geodetic Vertical Datum of 1929	*Elevation of the 100-Year Base Flood:*		*MSL/NGVD:*						
		Elevation of the proposed development site (natural ground/grade):		*MSL/NGVD:*						
		Required elevation/flood proofing level for lowest floor:		*MSL/NGVD:*						
		Proposed elevation/flood proofing level for lowest floor (including basement):		*MSL/NGVD:*						

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SECTION D: PLAN SUBMITTAL REQUIREMENT FOR COMMERCIAL & INDUSTRIAL BUILDINGS

This Includes Tenant Improvements, Additions, Remodels and Accessory Structures

GENERAL INFORMATION FOR SUBMITTAL

- Submit one complete set of plans in blueprint or photocopy form, with a plan check deposit.
  - Provide one plot (site) plans if parcel is on septic along with a completed septic permit application.
  - Pencil drawings on 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.
  - Iowa Licensed Contractor must place their business name and license number on all sheets prepared by them along with the required signature and date.
- 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 all areas separately.
- Provide one copy of the State Energy Code report for residential compliance using the approved Com*check*™ report at **www.energycodes.gov/comcheck** or provide construction documents regulated code design with the current State adopted International Energy Conservation Code (IECC).
- Provide State of Iowa Electrical Permit- Approved
- 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; ¼"=1'-0" & 1/8"=1'-0" can be used if pre-approved by City 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.
- Additions, Remodels, and Tenant Improvements, plans must have complete existing layout (floor) plan, showing what was/is existing prior to remodel or addition. 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 is standard requirement for construction documents:

BUILDING PLAN REQUIREMENTS

1. Complete Architectural plans, structural plans and material specifications of all work.

2. A Site Plan including the following information:
   a. Size and location of all new construction and all existing structures on the site.
   b. Distances from lot lines.
   c. Established street grades and proposed finish grades.

3. Architectural plans and specifications to include:
   a. Description of uses and the proposed use group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
   b. Proposed type of construction of the building.
   c. Full dimensioned drawings to determine areas and building height.
   d. Adequate details and dimensions to evaluate means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, etc.
   e. Exit signs/means of egress lighting, including power supply.
   f. Accessibility scoping provisions.
   g. Description and details of proposed special occupancies such as a covered mall, high-rise, mezzanine, atrium, public garage, etc.
   h. Adequate details to evaluate fire resistive construction requirements, including data substantiating required ratings.
   i. Details of plastic, insulation, and safety glazing installation.
   j. Details of required fire protection systems.

4. Structural plans, specifications, and engineering details to include:
   a. Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
   b. Signed and sealed structural design calculations which support the member sizes on the drawings.
   c. Details of foundations and superstructure.
   d. Provisions for required special inspections.
   e. Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.).
   f. Design Criteria:

Ground Snow Load: 30 pounds per square foot
Wind Speed: 90 mph for a 3 second gust /Exposure C
Seismic Design Category: B
Weathering Probability for Concrete: Severe
Frost Line Depth: 42-inches below finish grade
Termite: Moderate to Heavy
Decay: Slight to Moderate
Winter Design Temperature: -5 degrees

MECHANICAL PLAN REQUIREMENTS

1. Complete plans and specifications of all heating, ventilating and air- conditioning work.
2. Complete information on all the mechanical equipment and materials including listing, labeling, installation and compliance with specified quality control standards
3. Details on the HVAC equipment including the equipment capacity (Btu/h input), controls, equipment location, access and clearances.
4. A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1,000 ft^2, the floor area of the space and the amount of outdoor air supplied to each space.
5. The location of all outdoor air intakes with respect to sources of combustibles.
6. Duct construction and installation methods, flame spread/smoke development ratings of materials, flexible air duct and connector listing and duct support spacing.
7. Condensate disposal, routing of piping and auxiliary and secondary drain systems.
8. Required exhaust systems, routing of piping and auxiliary and secondary drain systems.
9. Complete details of all Type I and II kitchen hoods, grease duct construction and velocity, clearance to combustibles and fire suppression system. (If applicable).
10. Details of all duct penetrations through fire resistance rated assemblies including shaft, fire dampers and smoke damper locations.
11. Method of supplying combustion air to all fuel fired appliances, the location and size of openings and criteria used to size the openings.
12. Details on the vents used to vent the products of combustion from all fuel burning appliances including the type of venting system, the sizing criteria required for the type of vent and routing of the vent.
13. Boiler and water heater equipment and piping details including safety controls and distribution piping layout.
14. Details on the type of refrigerant, calculations indicating the quantity of refrigerant and refrigerant piping material and the type of connections.
15. Complete details on the gas piping system including materials, installation, valve locations, sizing criteria and calculations (i.e., the longest run of piping, the pressure and pressure drop).

PLUMBING PLAN REQUIREMENTS

1. Complete plans and specifications of all plumbing work.
2. Plumbing fixture specifications including identification of the applicable referenced quality control standards and the maximum flow rates for the plumbing fixtures.
3. The basis for the number of plumbing fixtures provided including the occupant load use, the use group and fixtures rate from the plumbing code.
4. Complete dimensions for bathrooms, the location of plumbing fixtures and the wall and floor surface materials.
5. Site plan which indicates the routing of the sanitary, storm and water service with the burial depths for all sewers and water service.
6. Water distribution system sizing criteria and calculations.
7. Water supply and distribution piping plan showing the incoming water supply, distribution piping, and pipe size, the location of the water hammer arrestors and the location of the valves.
8. The location of all backflow preventers, the type of backflow preventers provided for each piece of equipment or outlet and the specified quality control standards referenced in the code.
9. Drainage system piping plan showing the layout of all piping, of plumbing fixtures and the location of cleanouts.
10. Riser diagram(s) of the drain waste and vent piping including the building drain, all horizontal branches and the connections and layout of all fixtures. Pipe sizes, directions of flow, grade of horizontal piping, drainage fixture loads and the method of venting all plumbing fixtures.
11. The location of all indirect waste connections, standpipes, grease traps and separators. (and sizing if applicable).
12. Complete details of the water heater, the method of supplying tempered water to accessible fixtures and the temperature and pressure relief valve discharge.
13. Complete details of the method of draining storm water from the roof including calculations to verify pipe and /or gutter size, the location of all roof drains and the roof area that each group of roof drains is intended to serve and an independent secondary roof drainage system.
14. Piping material specifications to verify compliance with the specified quality control standards for all sanitary, storm and potable water piping (e.g., ASTM B88 for cooper pipe), the type of joints and connections for all piping, the pipe hanger support spacing and details of anchorage and bracing.

ELECTRICAL PLAN REVIEW REQUIREMENTS: All Electrical plans will be submitted to the State of Iowa

ENERGY PLAN REQUIREMENTS

Commercial Energy Plan Reviews are based on Chapter 7 of the IECC or the referenced edition of *ASHRAE/IES 90.1-1989,* Energy Code for Commercial and High-Rise Residential Buildings as applicable. In order to perform a thorough Energy Plan Review, the following specifications, drawings and details should be submitted:

Envelope

1. Architectural plans and specifications to include:
   a. Description of uses and the proposed use group(s) for all portions of the building.
   b. Thermal performance of envelope components
   c. Fenestration performance details (U-factor, SC, SHGC, VLT, air leakage rates, etc.).
   d. Fully dimensioned drawings to determine gross and net areas of all envelope components.
   e. Details of vapor barrier and insulation installation, caulking, gasketing, weather-stripping and other means of sealing joints, cracks, holes and penetrations in the building envelope.
   f. ENVSTD output (where applicable).
2. Design conditions (interior and exterior) consistent with local climate.

Mechanical System & Equipment

1. Mechanical equipment data, plans and specifications of all mechanical work including:
   a. Equipment type, capacity (Btuh) and efficiency (peak and part-load).
   b. System design air flow rates (cfm).
   c. Details of equipment/system sizing.
   d. System and / or zone control capabilities including terminal device schedule, provisions for humidity control (where applicable) and the corresponding testing of system controls.
   e. Provisions for automatic setback/shutdown.

   f. Indicate supply and exhaust systems to have automatic shut-off or volume reduction dampers.
   g. Energy consumed by fans in the form of an Air Transport Factor (ATF) and pumps.
2. Economizers (air or water) including provisions for integrated control.
3. Duct construction and system static pressure(s), including provisions for sealing.
4. Duct and/or hydronic-piping lining and insulation materials.
5. Provisions for air and/or hydronic system balancing.
6. Boiler and water heater equipment and piping details including safety controls and distribution piping layout.

Service Water Heating (SWH)

1. SWH equipment data including type, capacity and efficiency.
2. SWH pipe insulation, thickness, conductivity and vapor retarder (where appropriate).
3. Water conservation requirements.
4. Energy conservation measures for swimming pools (where applicable).

Accessibility Plan Review Requirements

Accessibility Plans are based on the specified edition of the ICC/ANSI A117.1 standard as referenced by the building code.

1. Complete architectural plans and material specifications of all work. Details and plans drawn to scale with sufficient clarity, details and dimensions to show the nature and extent of the work proposed.
2. A site plan including the following information:
   a. Size and location of all new construction and all existing structures on the site.
   b. Location of any recreational facilities (i.e., pool, tennis courts, etc.)
   c. Established street grades and proposed finished grade.
   d. Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances.
3. Architectural plans and specifications to include:
   a. Description of uses and the proposed use group(s) for all portions of the building. The design approach for mixed-uses (as applicable).
   b. Fully dimensioned drawings to determine areas and building height.
   c. Adequate details and dimensions to evaluate accessible means of egress, including occupant loads for each floor, exit arrangement and sizes, corridors, doors, stairs, areas of refuge, etc.

   d. Adequate details and dimensions to evaluate the accessible route to areas required to be accessible, including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.
   e. Accessibility provisions including, but not limited to, access to services, seating, listening systems, accessible fixtures, elevators, work surfaces, etc.
   f. Accessible plumbing facilities and details.
   g. Tactile signage provided
   h. Details of required fire protection systems.

Note: The Accessibility Review will cover the scoping requirements in Chapter 11 of the IBC and other accessibility related requirements mainstreamed throughout the applicable building code. Technical requirements covered will be based on the applicable edition of ICC/ANSI A117.1.

Emergency Access:

1. A key box (of the approved type listed in accordance with UL 1037, Knox Box) shall be installed on gates or near a secure opening where immediate access is necessary for lifesaving or fire-fighting purposes. Location to be approved by local fire officials.
2. Signature of a local fire official is required. See below.

Signature: _____

Print Name: _____

Date: _____

Fire Sprinkler Plan Requirements

Sprinkler Plans are based on the specified edition of the applicable NFPA 13 standard as referenced by the building code

1. Complete plans and specifications for the sprinkler system and related equipment.
2. Description and locations of uses within the building.
3. Design details in accordance with the appropriate reference standard (i.e. NFPA 13, 13D, 13R) as referenced by the building code.
4. Design calculations indicating the discharge requirements of the system with evaluation of the arrangement and source of the water supply.
5. Results of a current flow test indication the location and date of the test.
6. Working drawings indication all pipe sizes and the spacing between branch lines and sprinklers on the branch line.
7. Material specifications and equipment specifications. All material used should be verified that they are installed in accordance with their listing.

Landscape and Screening Standards

See Chapter 27 Section 6 of the Building & Mills County Ordinance for Required Landscape materials and standards. Located at www.millscountyiowa.gov Go to Government tab, Building and Zoning Department, Building & Mills County Code Ordinance.

1. Complete Landscape plans
2. Timeline for appropriate planting of items
3. Maintenance plan for said landscaping

INCOMPLETE PLANS WILL NOT BE ACCEPTED

SECTION E: CERTIFICATE OF OCCUPANCY/ COMPLETION REQUIREMENTS FOR COMMERCIAL & INDUSTRIAL BUILDINGS

Items required to final your permit with the Building and Zoning Office and/or to receive a Certificate of Occupancy/Completion:

A certificate of occupancy shall be provided, upon request, for a building or structure constructed in accordance with the provisions of the state building code if the permittee provides verification of the following:

- All the above listed items
- Certificate of Insulation
- Proof of Electrical Inspections **(final/pass)** from the State of Iowa
- Contractor Certificate of Compliance, the general contractor and/or subcontractors shall sign (in the appropriate space) they have completed their job, i.e., Footings, Plumbing, Mechanical, Framing as dictated by the State of Iowa Building Code and provided to the Mills County Building and Zoning Department.
- A final report from a Certified Building Inspector, Engineer or Architect shall be provided to the Mills County Building and Zoning Department upon completion of the building.

The examination and approval or disapproval of plans and specifications, the issuance and revocation of building permits, licenses, certificates, and similar documents, the inspection of buildings or structures, and the administration and enforcement of building regulations shall be the responsibility of the governmental subdivisions of the state and shall be administered and enforced in the manner prescribed by local law or ordinance. All provisions of law relating to the administration and enforcement of local building regulations in any governmental subdivision shall be applicable to the administration and enforcement of the state building code in the governmental subdivision. An application made to a local building department or to a state agency for permission to construct a building or structure pursuant to the provisions of the state building code shall, in addition to any other requirement, be signed by the owner or the owner's authorized agent, and shall contain the address of the owner, and a statement that the application is made for permission to construct in accordance with the provisions of the code. The application shall also specifically include a statement that the construction will be in accordance with all applicable energy conservation requirements.