

**CITY OF ALTOONA**  
**BUILDING AND ZONING DEPARTMENT**  
**RESIDENTIAL MOBILE HOME PARK**  
**Permit Submittal Requirements**

The following information as a *minimum* is required when submitting a building permit application for the placement/installation of a new single-family residence in an Altoona R-4 Zoned District. A permit cannot be issued until all of the following items have been submitted and reviewed for compliance.

- [ ] **Building Permit Application Form.** Application is to include the contractor information, land-owner information, description of work and address of lot. Application forms may be obtained from this office or our website at [www.altoona-iowa.com](http://www.altoona-iowa.com).
- [ ] **Plot/site plan.** The site plan needs to indicate the distance between the proposed dwelling and adjacent dwelling units as well as any adjacent accessory structures including those on the same lot AND also the distances from the proposed dwelling to each of the lot boundary lines. The address and lot numbers must be shown and setbacks must agree with the subdivision plat map and R-4 zoning regulations.

**Minimum Setback Requirements:**

- 14 feet between dwellings – side to side- 7 feet on each lot
- 10 feet between dwelling and rear lot line
- 20 feet between dwellings – rear to rear – 10 feet on each lot
- 20 feet between dwelling and front lot line
- 10 feet between garage/shed and neighboring dwelling
- 4 feet between garage/shed and same-site dwelling
- 3 feet from garage/shed to lot line
- 6 feet between garage/shed and neighboring garage/shed

Each physical site is to be flagged by applicant/park manager to mark lot lines.

- [ ] **Footing Plan.** A footing plan must be provided. In most cases the footing plan can be obtained from the manufacturer's packet provided with the home. Otherwise, you should be able to obtain the footing plan from the manufacturer. Any installation, whether it be a new or a re-installation, shall meet the provisions as listed in IAC 661.322.11

Fee is calculated as follows: \$22.01 X sq ft size of home = gross valuation X 10% = valuation of footing/foundation. Fee is \$54.00 for first \$2,000 of footing/foundation valuation plus \$11.00 for each additional \$1,000 or fraction thereof of footing/foundation valuation, to and including \$25,000 of footing/foundation valuation.

A three foot by three foot (3' X 3') landing is required at each door that opens to the outside. If the proposed landings are larger than three feet by three feet, then a separate deck permit with separate fee is required fro those larger landings.

Any new accessory structures that will be constructed with the home installation require separate permits and separate fee(s).

The Building and Zoning Department has helpful handouts on various subjects such as deck construction, detached garages, etc, that you may find helpful. Ask us about electronic submittal of permit application and plans. If you are submitting your application via e-mail, please send to [shoots@altoona-iowa.com](mailto:shoots@altoona-iowa.com) AND [jharden@altoona-iowa.com](mailto:jharden@altoona-iowa.com).

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