

CITIES OF ALTOONA, MITCHELLVILLE, AND BONDURANT
BUILDING AND ZONING DEPARTMENT
Single Family Residential Construction
Permit Submittal Requirements

The following information as a *minimum* is required when submitting a building permit application for the construction of a new single-family residence in Altoona, Bondurant and Mitchellville. A building permit cannot be issued until all of the following items have been submitted and reviewed for compliance.

- [] **Building Permit Application form.** If you reside in Mitchellville please use their forms.
- [] **Plot/site plan.** The plot plan shall show the footprint of the house including garage and deck, actual setback distances on all sides, and width and depth of lot. Setback distances shall be measured perpendicular to the property lines and show the shortest distance to the property line on that side. The address, lot and plat numbers must be shown and setbacks must agree with published final plats and bulk regulations. Note that homes on corner lots usually have two required "front" setbacks, one rear setback, and one side setback. All easements including their widths must be shown along with any site utilities, i.e. fire hydrants, sewer manholes, sidewalk and approaches including widths, erosion control measures, and any required Minimum Opening Elevations.
- [] **Site plan of Storm Water Remediation** showing location of silt fence/sock, soil pile, concrete washout, construction driveway
- [] **Energy Review.** A U.S. "REScheck Compliance Certificate" or 2009 IECC HERS system documentation or other approved program must be submitted. If using the REScheck software it is available at no cost at <http://www.energycodes.gov/rescheck/download.stm>. Must use the 2009 version (other versions may be mandated in the future without prior notification)
- [] **Mechanical Documentation** in accordance with ACCA Manual D and Manual J pursuant to provisions of the 2009 International Energy Conservation Code.
- [] **City of Altoona Tax Abatement Form.** Please contact the local City Hall if building in Bondurant or Mitchellville.
- [] **Copy of transfer document.** A copy of the NPDES#2 and COSESCO permit transfer or written documentation indicating you are a co-permittee must be provided. Submittal indicating co-permittee must have the signatures of developer and co-permittee in order to be accepted. **NOTE: City of Altoona Only and is not applicable to one who is the developer and builder**
- [] **Project Drawings. Two sets of plans** must be submitted for review. The plans must include the following information:
 - ___ Floor plans showing basement, first floor, second floor, third floor, etc. Plans shall identify the rooms by name, show critical dimensions, and be drawn to a standard architectural scale such as 1/4" = 1'-0". Plans shall include the location of water heater, furnace, plumbing fixtures, smoke detectors, window/door size and locations as well as any safety glazing requirements, attic scuttle hole and stair location. Each house requires at least one 36" inch wide exit door. Egress windows are required in all homes, one for each bedroom and one in the basement (finished or otherwise). If attached garage indicate how it's being separated from actual dwelling.
 - ___ Foundation drawings, plan and elevation/section shall be included. The plan view of the foundation can be incorporated within the basement floor plan, but shall show the outline of hidden footers and piers.
 - ___ A wall or house section shall be included showing foundation and footing thickness and height, size and number of reinforcing bars, type of sill plate anchoring system (bolts or clips), plus size and type of sill plate, drainage system and dampproofing. Also the wall and roof section needs to be included indicating wall framing size, type of siding material including house wrap, type of roof material, ice dam protection, attic ventilation, insulation location and amount.
 - ___ Framing details shall be noted on the drawings or in the drawing notes, including exterior wall materials, thickness and stud spacing. Each floor plan shall show the location, size, type and span of each structural member within the space of that floor, i.e. beam size/type and locations, floor joists size/type and location. All supporting elements i.e. posts/walls, their size/type and location.
 - ___ A stair section shall be indicated on the plans showing rise/run dimensions, landing elevations and dimensions, guardrail details need to be shown if an open stair, handrail location and height above stair, headroom height throughout stairway. A guardrail detail needs to be provided for any floor openings requiring such protection.
 - ___ Building elevation drawings showing the house exterior to be provided as well.

The Building and Zoning Department has helpful handouts on various subjects such as egress window location and sizes, deck construction, detached garages, etc, that you may find helpful. Ask us about electronic submittal of permit application and plans.

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