ALTOONA

DEPARTMENT OF BUILDING & ZONING

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. A building permit cannot be issued until all of the following items have been submitted and reviewed for compliance. **All required items below must be submitted electronically on our online permit portal at www.citizenserve.com/altoona**. Questions? Call 515-957-5128.

- ☐ **Building Permit Application.**
- ☐ **Plot/site plan.** The site 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 Protected Elevations.
- ☐ **Energy Review.** A U.S. "RES*check* Compliance Certificate" or 2012 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 2012 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 2012 International Energy Conservation Code.
- ☐ **Project Drawings. A digital set of plans** must be submitted for review. The plans must include:
  - ☐ 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 ¼" = 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 is planned, indicate how it is 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 it 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 damp-proofing. 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 shall also be shown.
  - ☐ A stair section shall be indicated on the plans showing rise/run dimensions, landing elevations, and dimensions. If open stairs, guardrail details, handrail location, and height above stair, headroom height throughout stairway need to be shown. A guardrail detail needs to be provided for any floor openings requiring such protection.
  - ☐ Building elevation drawings showing the house exterior to be provided.

Stormwater documentation, including:

- ☐ **Stormwater Pollution Prevention Plan (SWPPP).** A site plan shall show location of silt fence/sock, soil pile, concrete washout, and construction driveway.
- ☐ **COSESCO Permit Application.** All information to be completed.
- ☐ **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: This is not applicable to one who is both the developer and builder**

All contractors requesting permits must be registered with Iowa Workforce Development and have a state-issued contractor registration number. IWD can be reached at 515-242-5871 or https://contractor.iowa.gov/.