

## Building Permit Application

Zoning Administrator | Brian Thye | [www.louisacounty.org](http://www.louisacounty.org) | [bthyeruss3@gmail.com](mailto:bthyeruss3@gmail.com) | 319-931-6515 Louisa County Zoning Department, 12635 County Rd G56 #103., Wapello, IA 52653

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

### Builder Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

### Property Information

E911 Address: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Acres: \_\_\_\_\_ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rnge: \_\_\_\_\_

Current use: \_\_\_\_\_

### Proposed Project Information

Type of structure: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Height: \_\_\_\_\_ Sq. ft. \_\_\_\_\_

#### Attach the following to this Application:

Application fee (see current zoning fee schedule)  Site Plan

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge, and that all work will be completed in accordance with Louisa County ordinances and Iowa Code. I consent to allow a site inspection of the location specified above to verify compliance with the regulations of the Louisa County Zoning Ordinance.*

Is the proposed structure a cabin or mobile/manufactured/modular home?  
(If you select Yes, the signature below must be of the owner of the land)  Yes  No

I have contacted the Louisa County Department of Public Health and have  
obtained either a septic tank permit or a form indicating that it is not necessary:  Yes  No

(Attach permit number or waiver below.)

By Initialing here, I acknowledge that I have reviewed the set-back requirements as laid out in Louisa County Zoning Ordinances Chapter 3 and hereby attest that I will abide by them. If I am found to be in violation of the setback requirements, I understand that I will have to rectify that violation at my own cost.

Initial: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Relationship to Land Owner: Owner/Builder/Agent  
(Circle one)

Excerpt from the Louisa County Zoning Ordinance – pgs. 64-65  
ARTICLE 5: ADMINISTRATION AND ENFORCEMENT

#### 140.6 BUILDING PERMITS

It shall be unlawful to do any excavating, erecting, constructing, reconstructing, enlarging, altering, or moving of any building or structure until a Building Permit has been issued by the Zoning Administrator. It shall also be unlawful to change the use or occupancy of any building, structure, or land from one classification to another or to change a nonconforming use without the issuance of a Building Permit by the Zoning Administrator. Every Building Permit shall state that the new occupancy complies with all provisions of this Ordinance and no subsequent modifications shall be made to the occupancy, use, or method of operation that would be in violation of this Ordinance.

140.6.1. The above shall not apply when used for agricultural purposes, agriculture being defined in Article 1 herein, as any tract of real estate less than 35 acres in size shall not be agriculture land, and shall not be considered as used for an agricultural purpose, unless the Zoning Administrator deems said tract of real estate is used for agricultural purposes.

#### 140.7 APPLICATION FOR BUILDING PERMITS

Every application for a Building Permit shall be accompanied by plans in duplicate and plot plan drawn to scale in ink or blue print, showing the actual shape and dimensions of the lot to be built upon, the exact location, size and height of the building or structure to be erected or altered, the existing and intended use of each building or part, the proposed number of families or housekeeping units, and such other information with regard to the lot and neighboring lots as may be necessary for the enforcement of the regulations. One copy of such plans shall be signed and returned to the applicants when approved by the Zoning Administrator together with such permit as may be granted.

140.7.1. Prior to building construction, lot pins based on actual survey by a registered land surveyor shall be set and if disturbed by construction or grading shall be reset in the proper location.

140.7.2. Before using any building or premises or part thereof hereafter created, erected, changed, converted, or enlarged in use or structure, a Building Permit shall be obtained from the Zoning Administrator. Such permit shall show that such building or premises, or part thereof, and the proposed use thereof conform to the provisions of this Ordinance.

#### 140.8 BUILDING PERMITS-FEE SCHEDULE

The Administrative Officer is authorized to issue a building or zoning permit or occupancy permit as required by this ordinance for applications received for proposed occupation, construction, reconstruction or alteration which complies with all provisions contained herein. Zoning permits shall be issued by the Zoning Administrative Officer and shall be required for the following:

- (1) Any structure, other than that used for farming purposes, hereafter erected, replaced, reconstructed, enlarged, or relocated.

(2) Any change in use other than to a farming use.

(3) Any change in occupancy other than to a farm dwelling or farming use. The penalty for failure to obtain a required permit may be assessed over and above the application fee in the amount of three (3) times the application fee, not to exceed \$3000. Only one fee shall be charged for dwelling and accessory building applications submitted jointly and the one fee shall be determined by the dwelling's square footage.

140.8.1. Permit fees for all applications shall be established by resolution of the Louisa County Board of Supervisors.

## UNDERSTANDING ZONING PERMIT SITE PLANS

### WHAT'S A SITE PLAN?

A site plan is a scaled drawing, which shows the *uses* and *structures* proposed for a parcel of land. It also includes information concerning the landscape features of a given parcel.

### WHAT'S THE PURPOSE OF A SITE PLAN?

Site plans are intended to show how the intended land use relates to the feature of a parcel and its surrounding area. The zoning administrator will review a site plan to assure that the proposed development meets the standards of the zoning code for the district it is located in. This person will also verify that the development will be adequately served by necessary public facilities such as roads, schools, water, emergency services, and sewage disposal. The site plan review process is designed to protect landowners and it is in the best interest to comply with the procedure. A development that is in full compliance with the zoning code has the best insurance against land use lawsuits and complaints. Furthermore, a development that is *not* in compliance with the zoning code is unlikely to be granted any further development permits until it is brought into compliance.

### DO I NEED A SITE PLAN FOR MY DEVELOPMENT?

A site plan is needed for any:

- 1) structure that is erected, reconstructed, enlarged or altered with the exception of those structures used explicitly for farming uses and only farming uses in its entirety.
- 2) changes in land use to that other than a farming use.
- 3) change in occupancy for all uses other than a single-family dwelling or farming use.

Depending on the type of land use, different types of site plans are required.

### WHAT TYPE OF SITE PLAN DO I NEED?

There are three types of site plan: major, minor, and normal. If you are building or altering a structure that is located on a parcel designated as being a single-family, you need only submit a normal site plan. A normal site plan shows:

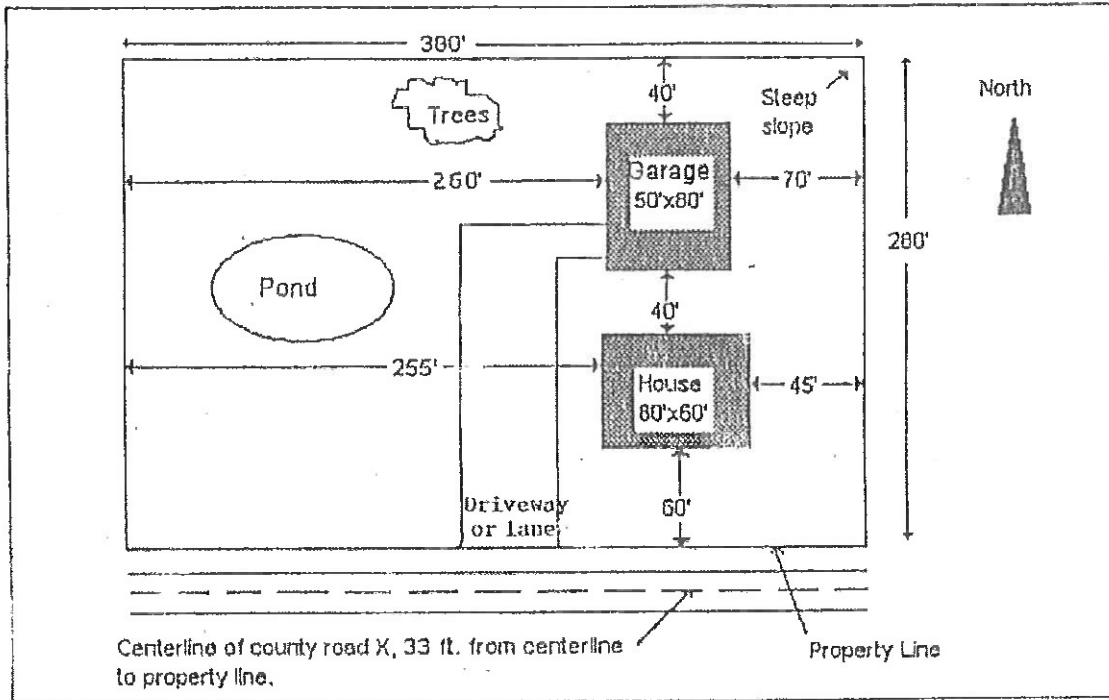
* the actual dimensions of the lot or tract to be built upon	* whether the proposed structure is existing or proposed
* dimensions between structures	* the location of all easements
* dimensions between structures and all lot lines	* the size of the building or structures to be erected
* location of septic and well facilities	* any other information as may be required by the Zoning Administrator
* locating of driveway	

(most of this information may be found on the survey of the parcel)

An example of a normal site plan may be found on the reverse of this document. A normal site plan may be hand drawn provided it is legible, submitted on paper suitable for filing, and maintains a uniform scale throughout.

If you are developing a tract of land for multi-family dwelling units, commercial, office, high tech, or industrial use or developing more than one single-family unit at a time (e.g. residential subdivision), then you will need either a major or minor site plan depending upon the characteristics of the development. Contact the Zoning Administrator for further information.

# EXAMPLE OF ZONING PERMIT SITE PLAN \*



(Legal Description and other important information)

(Owner's Name) Property  
 Lot #, (name of subdivision)  
 Scale 1" = 50'

\* Please include location of driveway.

**LOUISA COUNTY**  
**APPLICATION FOR SEWAGE DISPOSAL SYSTEM PERMIT**

City \_\_\_\_\_ Township \_\_\_\_\_  
Address or Legal Description of Septic Location: \_\_\_\_\_  
Property Owner Name/Address/Phone: \_\_\_\_\_  
Applicant Name/Address/Phone: \_\_\_\_\_

STATUS OF DWELLING: Proposed \_\_\_\_\_ Under Construction \_\_\_\_\_ Existing \_\_\_\_\_ Lot Size \_\_\_\_\_  
Basement \_\_\_\_\_, Slab \_\_\_\_\_, Crawl Space \_\_\_\_\_, Number of Units \_\_\_\_\_, Number of Occupants \_\_\_\_\_  
Number of: Bedrooms \_\_\_\_\_, Toilets \_\_\_\_\_, Bathtubs/Showers \_\_\_\_\_, Lavatories \_\_\_\_\_  
Other Items: Dishwasher \_\_\_\_\_, Garbage Grinder \_\_\_\_\_, Water Softener \_\_\_\_\_, Hot Tub/Jacuzzi \_\_\_\_\_

OTHER STRUCTURES ON PROPERTY: \_\_\_\_\_  
WATER SUPPLY: Private \_\_\_\_\_, Semi-Private \_\_\_\_\_, Public \_\_\_\_\_

ATTACH: Scale drawing showing layout of proposed structure, including all building. Soil percolation analysis or Soil analysis. Site map.

I certify that to the best of my knowledge, the above information is correct, that all proposed work as indicated will be completed in accordance with the Louisa County regulations before the facilities are placed in operation, and that adequate maintenance procedures will be followed. It is understood that the local board of health may require a connection to a public sewer when one becomes available in the future. Louisa County, by issuance of this permit and performance of related inspections, does not warrant the performance of this sewage disposal system, nor that it be free from defects. Permits expire one year (unless otherwise noted) from date issued.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*FOR OFFICE USE ONLY*

DATE PERMIT ISSUED: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

SOIL ANALYSIS OR SOIL PERCOLATION TEST RATE: \_\_\_\_\_ MIN/INCH.

SEPTIC TANK SIZE \_\_\_\_\_ gallon minimum \_\_\_\_\_ gallon **RECOMMENDED**

TYPE OF SYSTEM and MINIMUM FIELD SIZE: (*Determined by Percolation Test Rate*)

Conventional Trench/Chamber: \_\_\_\_\_ lineal feet @ 2 foot wide **OR** \_\_\_\_\_ lineal feet at 3 foot wide **OR**  
Sand Filter: \_\_\_\_\_ square feet **undosed** **OR** \_\_\_\_\_ square feet **siphon dosed** **OR** \_\_\_\_\_ square feet **pump dosed** **OR**  
Trench Mound \_\_\_\_\_ lineal feet **OR** Graveless Pipe \_\_\_\_\_ lineal feet **OR** ADVANTEX System \_\_\_\_\_ **OR**  
Peat Moss Biofilter \_\_\_\_\_ Waterloo Biofilter \_\_\_\_\_

Contractor Name & Phone Number: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, I the contractor certify that I have installed this system per Iowa Code Chapter 69 and Louisa County Regulations.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Louisa County Authorized Representative

Final Inspection done by: \_\_\_\_\_ Date: \_\_\_\_\_

Louisa County Authorized Inspector

ATTACH SCALE DRAWING SHOWING LAYOUT INCLUDING BUILDINGS, DISTRIBUTION BOX, ABSORPTION FIELD, LATERAL LAYOUT AND WELL LOCATION. TRIANGULATE TO AT LEAST TWO POINTS FOR THE LOCATION OF THE DISTRIBUTION BOX.

PERMIT FEE: \$300.00  
PAYABLE TO: LOUISA COUNTY ENV. HEALTH  
12635 County Rd G56  
WAPELLO, IA 52653  
PHONE: 319-523-3981

**IMPORTANT!**  
**COMPLETE INSTALLATION, KEEP ALL EXCAVATIONS OPEN. DO NOT COVER UNTIL APPROVED. CALL 24HRS IN ADVANCE.**

**LOUISA COUNTY  
APPLICATION FOR SEPTIC WAIVER**

Septic Permit # \_\_\_\_\_ Date Original Permit Issued: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**PROPOSED PROJECT:**

Address of Proposed Project: \_\_\_\_\_

Description of Project: \_\_\_\_\_

New Building/Structure     Addition to Existing Building/Structure

Other (*please note*):

I certify that the above information is true and correct to the best of my knowledge and that all work will be completed in accordance with the Louisa County, Iowa and State of Iowa code. I hereby consent to allow a site inspection of the location to verify land use and compliance with the regulations of the Louisa County Zoning Ordinance.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

After discussing this proposed project with the property owner, I have determined that a septic permit will not be required.

\_\_\_\_\_  
Signature of Louisa County EH Representative

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY