



Applying for Permits for Additions in Linn County

Zoning Division

linncounty.org/planning

Phone 892-5130

935 2nd St SW

Cedar Rapids, IA 52404

SITE PLAN For additions or alterations which increase the size or height of the existing structure, or for replacing a deck, porch or other projection of the existing structure, a site plan is required. Submit an accurate site plan for review and approval. Contact the Zoning Division for setback and other zoning requirements. Check the Site Plan Review form under Zoning Info for detailed information.

The site plan should include

- Location of the proposed addition, the house and any other buildings or structures on property.
- Distances from buildings and structures to property lines.
- Distances between buildings and structures.
- Easements, drainage, road Right of Way, well and septic system.

If all Zoning requirements are met, the Zoning Division will forward the approved site plan and zoning review to the Building Division. (Required prior to issuance of the building permit).

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Approvals: Site Plan and Zoning Approval by the Zoning Division

PLANS: Construction documents are required to be submitted in pdf format. Plans shall include dimension lines or be drawn to scale. Provide sufficient information for the building official to ascertain the scope of the project. Plans shall also allow for digital signatures and mark-ups. Online submittal is preferred. Plans can be submitted via the [Permit Application Portal](#). In-person submittal is available by appointment, call 892-5130 to schedule.

The following is a guide to the information required:

FOUNDATION / BASEMENT PLAN:

- Indicate foundation type (for example: basement, crawl space, slab on grade, post or pier footings).
- All footing locations and sizes indicated (including porches and decks).
- Posts and beams: location, materials, sizes. (Including porches and decks).
- First floor joist type, material, size, and spacing. (when applicable)

ADDITIONAL INFORMATION FOR BASEMENT PLANS (When applicable)

- Partition walls, including size and spacing of studs in bearing walls.
- Room dimensions and overall dimensions. Label rooms.
- Window locations and sizes (manufacturer and model number).
- Door locations and sizes.
- Furnace and water heater location.
- Smoke detector locations.
- Sump pit location.

FIRST FLOOR PLAN: (Include existing rooms adjacent to the addition) ☒

- Room dimensions and overall dimensions. Label rooms.
- Window locations and sizes (manufacturer and model number). Door sizes.
- Separation between house and garage (gypsum board on garage side and solid wood or hollow metal door). When applicable.
- Smoke detector, carbon monoxide alarm, exhaust fan, attic access locations.
- Second floor joist type, material, size, spacing.
- Beam and header sizes, material. Girder truss locations. Indicate any bearing walls.
- Porches and decks: dimensions, construction methods. ☒ Plumbing fixtures, bathroom and kitchen layout.

SECOND FLOOR PLAN:

- Same as first floor, when applicable.

WALL CROSS SECTION DRAWING: (include size, material, spacing)

- Footing, foundation, reinforcing, anchor bolts, tile, gravel, damp-proofing, final grade level.
- Treated sill plate, floor joist, box joist, floor sheathing.
- Wall framing, wall sheathing, headers.
- Weather barrier, siding, vapor barrier, interior finishes, ceiling heights.
- Insulation: basement wall, frame wall, ceiling. Footing and slab at walkout, when applicable.
- Ceiling joist, rafters, trusses, roof sheathing.
- Eave ice barrier, roof felt underlayment, roofing, soffit, fascia, attic vents.

SECTION DETAIL OF FOOTING AT WALKOUT BASEMENT

When applicable

STAIR CROSS SECTION DRAWING: (When applicable)

- Rise, tread (net run), headroom, handrail height, guard spacing, and stair width.
- Details on winders when applicable.

EXTERIOR ELEVATION DRAWINGS OF SIDES:

- Show final grade.
- Porches, decks, landings at doors. Guards and steps at decks.
- Windows and doors.

- Siding and/or exterior finishes.

ENGINEERING or additional documentation may be required. For example:

- Design for precast concrete or structural concrete slabs.

OTHER PERMITS REQUIRED:

Separate Electrical, Mechanical, and Plumbing Permits are Required.

- Contractors licensed in the respective trade must obtain these permits and perform the work. Contractors must be licensed in accordance with State of Iowa Licensing Laws.
- A homeowner may qualify to obtain these permits and perform the respective work if the structure is owner occupied. Inquire at the Building Division.

OTHER INFORMATION

- After application, the building inspector does a thorough plan review and notes any code deficiencies or missing information on the plans.
- When the plans are approved, the building permit is issued and construction is authorized to begin.
- The issued permit, white inspection card, approved site plan, list of required inspections, and additional helpful code information is enclosed with the approved set of building plans marked JOB COPY and sent to the applicant. This packet of information must remain on the jobsite and be available to the inspector.
- The applicant or holder of the permit is responsible for calling for required inspections and for keeping the work open and accessible for inspection purposes.

The addition or portion of the building affected by the work must not be occupied until **Final Inspection** has been completed and approved and a **Certificate of Occupancy** has been issued by the Building Division.