



Single Family Dwellings

Applying for Permits to build a new house in Linn County

County Engineer

1888 County Home Road, Marion

Phone 892-6400

Fax 892-6419

PERMIT FOR DRIVEWAY ENTRANCE

PERMIT FOR E-911 ADDRESS (required prior to building permit issuance)

Engineer will forward copies of E-911 permit to Building Division

**E-911, and driveway (entrance) permits can also be applied for at Linn County Planning & Development during application for a new dwelling permit*

Public Health Department

501 13th Street NW, Cedar Rapids

Phone 892-6000

Fax 892-6099

PERMIT FOR PRIVATE WELL

PERMIT FOR ONSITE WASTE TREATMENT (SEPTIC) SYSTEM

Public Health will forward copies of well and septic permits to Building Division

Planning & Development, Zoning Division

935 2nd Street SW, Cedar Rapids

Phone 892-5130

Fax 892-5155

SITE PLAN 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 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).

Planning & Development - Building Division

935 2nd Street SW, Cedar Rapids

Phone 892-5130

Fax 892-5155

Prerequisite Approvals: The following are required before issuance of the building permit:

- **Site Plan and Zoning Approval** by the Planning & Zoning Division
- One of the following **water and sewer** requirements:
 - Private well and septic system permits issued by the Public Health Department **or**

- Signed affidavit acknowledging well and septic requirements, their impact on location and construction of the house, and responsibility of the owner to obtain the necessary permits from the Public Health Department or
- Verification that the house will be connected to public sewer and water supply

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:

SIZE INFORMATION: (sizes in square feet)

- Finished area of the basement, first floor and second floor
- Unfinished area of the basement
- Garage
- Porches, screened porches, decks

FOUNDATION / BASEMENT PLAN:

- All footing locations and sizes indicated (including porches and decks).
- 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.
- Posts and beams: location, materials, sizes. (Including porches and decks).
- First floor joist type, material, size, and spacing.
- Furnace and water heater location.
- Smoke detector locations.
- Sump pit location.

FIRST FLOOR PLAN:

- 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).
- Smoke detector, carbon monoxide alarms, exhaust fan, and 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:

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

EXTERIOR ELEVATION DRAWINGS OF ALL FOUR 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.

- 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.

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.
- A permit packet containing a white permit card, approved site plan, list of required inspections, helpful code information and the approved set of building plans marked JOB COPY is sent to the applicant.
- The permit packet including the white permit card, JOB COPY set of plans, and site plan must remain on the jobsite and be available to the inspector at all times.
- 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 building must not be occupied until a **Final Inspection** has been completed and approved and a **Certificate of Occupancy** has been issued by the Building Division.

