



## Single Family Dwelling Checklist – Permits and Other Required Approvals

### **LINN COUNTY ENGINEER, 1888 COUNTY HOME RD, MARION. 319-892-6400**

- Complete application for address & E-911 sign
- Complete application for driveway permit

### **LINN COUNTY PUBLIC HEALTH, 501 13<sup>TH</sup> ST NW, CEDAR RAPIDS. 319-892-6000**

- Complete application for septic permit
- Complete application for private well permit

### **LINN COUNTY PLANNING & DEVELOPMENT, 935 2<sup>ND</sup> ST SW, CEDAR RAPIDS. 319-892-5130**

*\*E-911, driveway (entrance), septic, and well permits can be applied for at Linn County Planning & Development at time of application for a new dwelling building permit*

#### **SITE PLAN REQUIREMENTS**

- Draw in North arrow
- Show actual dimensions of the lot or tract to be built upon
- Show location of the proposed house & any other proposed/existing structures on property
- Show size of any proposed buildings
- Show distance from the buildings to the property lines
- Label well & septic locations
- Show driveway location
- Identify easements or flood plain on the property
- Include owner's name and address on site plan

#### **BUILDING PLAN REQUIREMENTS**

- 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. Include the following:
  - Foundation/basement plan and indicate footing and interior pad sizes
  - First floor plan
  - Second floor plan (if applicable)
  - Wall cross section
  - Stair cross section
  - Exterior elevation drawings (all four sides)
  - Framing details including location of point loads, beam sizes, and header sizes, etc.
  - All rooms or spaces labeled by use
  - Room dimensions