

Building Permit Requirements

Dallas County, Iowa
Department of Planning & Development
907 Court Street
Adel, IA 50003-1449
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A Building Permit is required for any structure constructed or placed on any land in unincorporated Dallas County – including mobile or manufactured homes and additions or alterations of existing buildings.

Building Permits are available through Dallas County Planning & Development and will be issued within ten (10) business days of the receipt of the necessary materials. As part of the Building Permit process, Dallas County G.I.S. issues E-911 addresses. The following list represents the information required to process the building permit.

Requirements for a Building Permit:

1. **Septic Permit or Sanitarian Approval:**

A septic permit is required before Building Permit approval on a structure that will have sanitary facilities. Septic Permits are available from Dallas Environmental Health (515-993-5803). Environmental Health approval is also required if connecting to an existing system.

2. **Access Permit:**

If a new access from a public road is required, it is necessary to obtain an entrance/driveway permit. If accessing a County Road, contact the Dallas County Engineer (515-993-4289). If accessing a State Road, contact the Iowa Department of Transportation Office in Atlantic (712-243-3355). If a driveway/access already exists, please indicate so. If accessing a private street, approval may be required from whoever controls the street (Owner, Developer, Homeowners Association, etc.).

3. **Site Plan:**

A detailed Site Plan, drawn to scale must be included in your application. The Site Plan must depict all property lines and lot dimensions, the precise location of the proposed structure and the setback distances to *all* property lines or right-of-way lines (but *not* center of road or edge of road). To assign the proper E911 address you must identify the exact location of the proposed driveway on your site plan as well as by placing a flag at the driveway entrance to your property. Site plans must indicate the scale used. For your convenience, scaled aerial photo maps of your property are available at the Planning and Development Office in Adel.

4. **Building Plans:**

A full set of building plans is required. Plans must include floor plans, foundation and footings, cross sections, elevations, framing details, roofing details, electrical, plumbing and mechanical details, as well as interior finishing plans. Plans must be specific to the proposed structure.

5. **Egress Window Specs:**

Egress windows are required in each sleeping room regardless of the level; therefore, *we require documentation from the window manufacturer that states that the windows selected meet egress requirements.* Window specs showing only rough opening sizes are not accepted.

6. **Completed Application and Permit Fee:**

You must complete the appropriate Building Permit Application form. After receiving the application, Planning and Development staff will review it and calculate the fee using the estimated construction value as determined by standardized construction costs. Fee payment is required prior to Building Permit issuance.

7. **Sub-Permits:**

All Electrical, Plumbing, and Mechanical Sub-Permits must be issued to the sub-contractors prior to Building Permit issuance.

Notice

Additional materials may be required if deemed necessary by the Director of Planning and Development.

Construction needs to commence within six (6) months and completed within 12 months of permit issuance. If you cannot meet this timeline, you need to contact the Department of Planning and Development and request an extension *before* your permit expires.

There are regular required inspections throughout the course of the building process, see the attached list for details.