



THE
CITY of PELLA

Permit Policy and Procedural Steps

- **Step 1: Submit the Application:**

Applicants shall furnish the City with a completed permit application and completed plot plan if applicable. Permit packets containing the required forms are available at the Planning & Zoning Department. All forms in each packet shall be completely filled out by the applicant. Omissions and/or errors will delay the permits. **Permits require a minimum of three business days for processing.**

- **Step 2: Field Verification:**

Before a permit is issued, the proposed work will be reviewed; lot lines must be identified so all yard requirements can be verified. The property owner must have all property pins located or property lines verified for inspection by the Building Official or his designee. *Any discrepancies between information shown on the plot plan or permit application and conditions in the field must be rectified before any further processing of the permit.*

- **Step 3: Zoning/GIS Verification:**

The permit shall be verified for compliance with the Pella Zoning Ordinance, including but not limited to proposed use of a structure, zoning district, setbacks, construction materials and where applicable Site Plan and Design Permit requirements. The permit shall also be verified with respect to site location, utilities, easements and addressing.

- **Step 4: Payment of Fees:**

Permits require three business days for fee verification and scheduling. The applicant will be contacted once a fee total is established. Payment of all applicable fees is required before issuance of any permit.

Building additions that involve no new utility connections will only be charged applicable building permit fees. In such cases the applicant will pay the building permit fee concurrent with application submittal.

- **Step 5: Posting of Site**

A city representative will post an approval placard on site. The placard is notification that the permit has been approved.

- **Step 6: Issuance of Permit**

A permit will only be considered as issued after Steps 1-5 have been properly completed and the permit placard is posted on site by the Building Official or his designee. The appropriate documentation will be forwarded to the applicant. No work is to be commenced until steps 1-5 are concluded and the applicant has received the approved application.

- **Step 7: Certificate of Occupancy:**

When applicable a Certificate of Occupancy must be obtained within 10 days after the lawful erection of a building is completed and prior to occupancy of the building.

Collector's License: Per Chapter 106 of the Pella Code of Ordinances any person(s) engaging in collecting, transporting, processing or disposing of solid waste from any premises with the City shall have a valid annual license.

Disclaimer

The City of Pella assumes no responsibility for the accuracy of the information furnished, including but not limited to, the location of property lines.

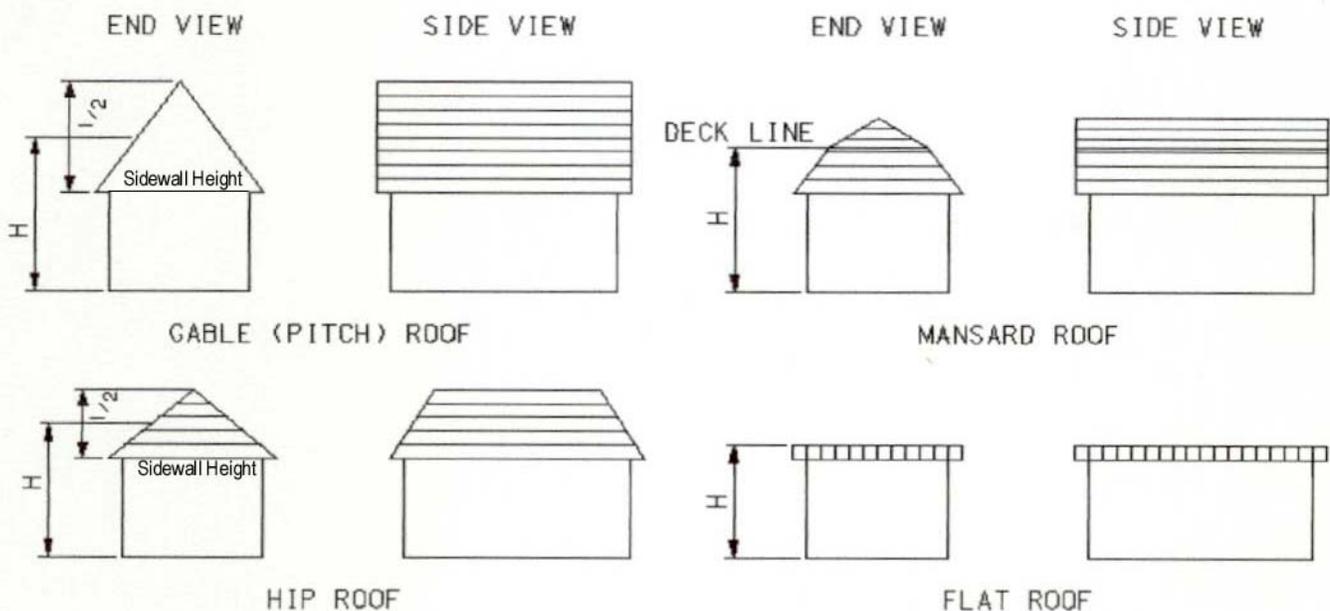


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ACCESSORY BUILDING INFORMATION

- 1) To obtain a building permit you must provide the City with a completed **Building Permit Application** and a **Plot Plan Form** showing where the accessory building is to be located in relation to the house and the lot with all distances noted to the lot lines.
- 2) **Property Line Location/Building Footprint Location.** Locate property lines exactly. Estimates are not acceptable. The Building Official will request you to show lot corners before a building permit can be issued. Approval may not be given if there is doubt as to where property lines are located. Stake and string line the proposed exterior dimensions of the accessory building where it will be located on your property.
- 3) **Easements.** Check with the Public Works Department regarding City easements. Contact the appropriate utility provider for utility easement information when the utility is not City maintained; (i.e. Alliant, Iowa Telecom, etc.). ***A structure cannot be placed over an easement.***
- 4) **Setbacks and Height Limitations.** An accessory building can be placed only in the rear yard. A detached accessory building must be a minimum of 5'-0" from any alley and a minimum of 2'-0" from any lot lines. A maximum of 15'-0" in height is allowed, measured at the midpoint of the slope for gable or hip roofs and at the deck line for mansard roofs. This height limitation is measured from original ground level. The bottom terminus of the roof slope for measurement purposes shall be considered the same as the top of the sidewall (overhang below the sidewall height is not included). If the accessory building is attached to the main structure, all building setbacks for the zoning district must be complied with. The building height can then match the existing structure if the accessory building is attached.
- 5) If an Accessory Building does not exceed one hundred square feet (100 sq. ft.) in size, a building permit is not required. However, this exemption only applies for one-story detached accessory buildings used as tool or storage sheds, playhouses, pet shelters and similar uses, provided the foot print of the structure does not exceed 100 square feet and complies with all applicable setbacks.
- 6) **Maximum Size:** There shall be no more than three (3) accessory buildings which are not a part of the principal building, and taken together the accessory building(s) shall not occupy more square footage on the parcel than as follows: ***Not more than forty percent (40%) of the lot width multiplied by the required rear yard for the zoning district in which the parcel is located.***
- 7) An accessory building shall not be constructed on any lot until the construction of the Main Building has commenced. No accessory building shall be used until the Main Building on the lot is occupied and used.
- 8) You are responsible for calling to arrange for inspection of the building site before a building permit can be issued. A certificate of occupancy must be issued within 10 days after the lawful erection of a building.
- 9) The building permit fee is based upon a set rate established by the City Council.
- 10) The information above is to be considered as the basic minimum guidelines. For further information or if you have questions call Planning and Zoning Office at 628-1601 located at 100 Truman Road.

Accessory Building Heights





THE
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Planning & Zoning Department: Building Division
Accessory Structure Permit

(Includes Sheds, Decks, Detached Garages, Carports, Gazebos & Other)

Project Address: _____ **Pella, Iowa 50219**

Lot# _____ Block # _____ Plat Name _____ Zoning _____ **Project valuation \$** _____

- | | | | | |
|--|---------------------|---------------|---|---------------------------------|
| <input type="checkbox"/> Detached Garage | Total Sq. Ft. _____ | Height: _____ | <input type="checkbox"/> Gazebo/Pergola | Total Sq. Ft. _____ |
| <input type="checkbox"/> Accessory Building/Shed | Total Sq. Ft. _____ | Height: _____ | <input type="checkbox"/> Pool/Spa | Total Sq. Ft. _____/Depth _____ |
| <input type="checkbox"/> Carport | Total Sq. Ft. _____ | Height: _____ | <input type="checkbox"/> Agriculture | Total Sq. Ft. _____ |
| <input type="checkbox"/> Other _____ | | | | |

Property Owner: _____ Phone No. _____ E-mail _____

Address _____ City _____ State _____ Zip Code _____

Contractor: _____ Address _____ City _____

Bus. Phone _____ Cell _____ Fax _____ E-mail _____

I acknowledge that I have read this application, including the Conditions of Approval, Notices Regarding Permits & Inspection and Liability for Damages, and I agree to comply with all City Ordinances, State and Federal Laws regulating building construction. I also understand that my signature acknowledges my responsibility for this project until final approval by the City.

Print Name: _____ **Date:** _____

Signature: _____ **Contact Phone #** _____

CONDITIONS OF APPROVAL: This permit is null and void if authorized work is not started within 180 days, or is suspended for 180 days. Confirming restrictive covenants & property line location is the owner/contractor's responsibility. Issuance of this Building Permit will be made solely upon the representation of the undersigned applicant. The City of Pella assumes no responsibility for the accuracy of the information furnished, including, but not limited to, the location of property lines. The City of Pella retains the right to revoke a permit invalidly issued. Further, the City of Pella assumes no responsibility for the consequences of a permit invalidly issued, including any rights which may accrue to adjoining property owners and other affected citizens. Applicant further states that they are familiar with the Zoning Ordinance of the City of Pella and that said structure will be used for the purposes herein stated and no other.

NOTICE REGARDING PERMITS AND INSPECTIONS: This issuance of a permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on in violation of this code or any other ordinances of the City. It shall be the duty of the person doing the work authorized by a permit to notify the building official that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work. All inspections must be scheduled one business day in advance. Any inspection requests made less than 24 hours in advance are subject to availability.

NOTICE REGARDING LIABILITY FOR DAMAGES: This code (any code adopted by the City of Pella) is enacted only for the purpose of securing to individuals the enjoyment of rights and privileges to which they are entitled as members of the public, rather than for the purpose of protecting any individual from harm. The City, its officers, employees or agents make no representations or warranties of any kind whatsoever, express or implied, with respect to the completeness or thoroughness of the inspections and examinations performed under this Code but said inspections are made solely to assist the owner of any building, structure, equipment and premises to meet certain minimum requirements of this Code, and to compel, if necessary, the owner to meet the minimum requirements for protection of the health, welfare and safety of persons and property. Nothing herein contained in this Code shall alleviate the owner of any building, structure, equipment and premises to make an independent inspection in order to fulfill the requirements of this Code nor shall this Code be construed to relieve or lessen the responsibility of any person owning, operating or controlling any building, structure, equipment or premises regulated herein from any damages of any person or property caused by defects or code violation. The City, its officers, employees or agents shall not be held as assuming any liability for damages to any person or property by reason of any inspections authorized by this Code or investigations, or any approvals issued herein, or for any act or failure to act in the enforcement of this Code.

OFFICE USE ONLY: Received/Scanned _____ Entered in Database _____ Amount Paid _____		
BP Number _____	Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____	
Building Official or Designee: _____	Date: _____	



THE
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**Planning & Zoning Department: Building Division
Plot Plan Form**

Date Submitted: _____

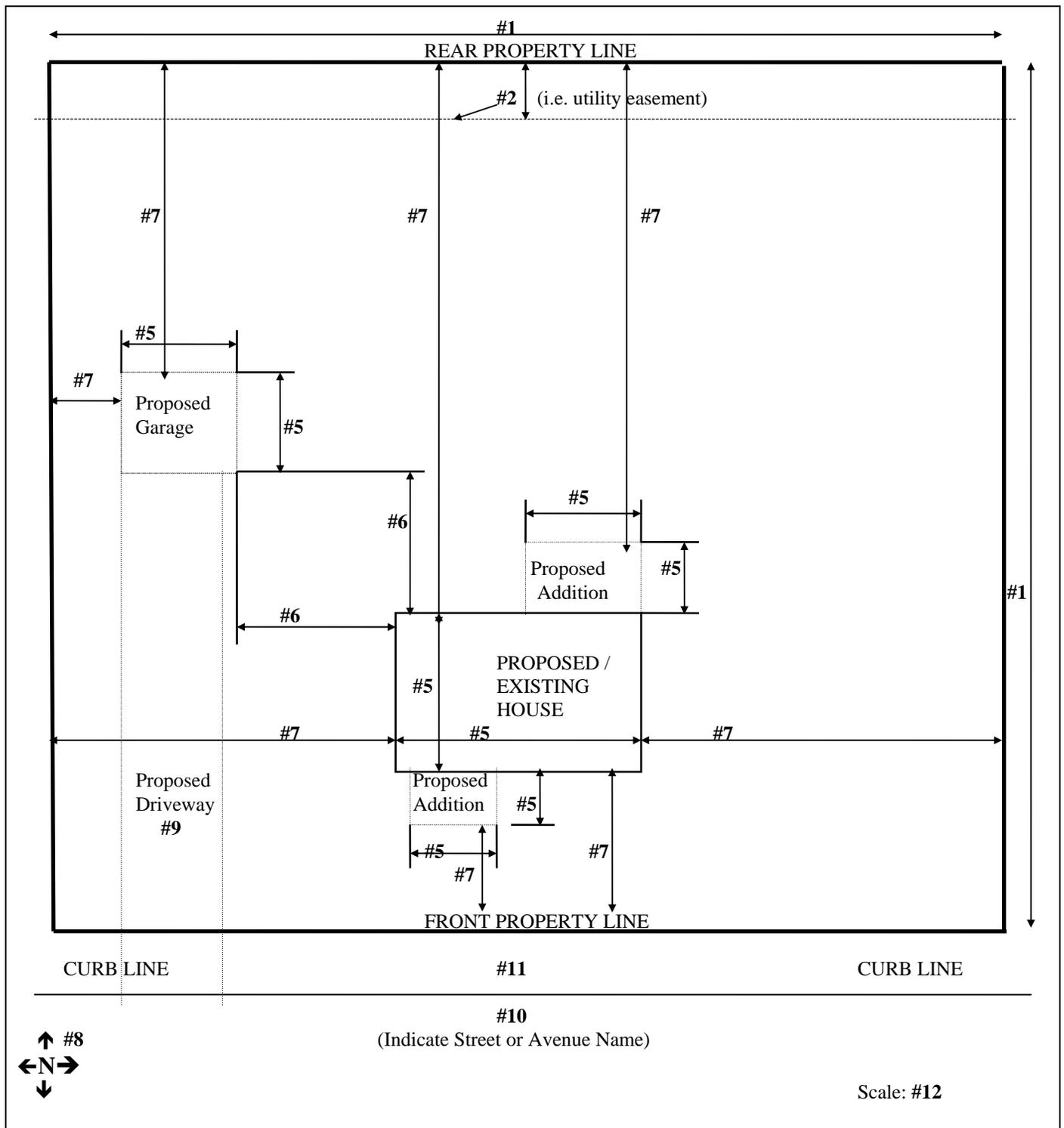
Project Address: _____ **Pella, IA 50219**

I certify that the above Plot Plan is a true representation of this lot and accurately shows all dimensions, easements, proposed and existing structures on said lot. Any deviation from this approved Plot Plan may void the related building permit, zoning approvals or waivers. I further state that all property lines have been located by myself or by a legal surveyor for the lot located at the above noted address.

NOTE: It is the responsibility of the applicant to call for utility locates before any excavation or digging. (1-800-292-8989)

Signature of Applicant: _____

PLOT PLAN SAMPLE:



NOTE: ALL OF THESE ITEMS MUST BE SHOWN ON SUBMITTED PLOT PLAN:

- 1) Draw lot, show lot measurements and show all existing and proposed structures.
- 2) Show all easements located on this lot.
- 3) Label all existing and proposed structures.
- 4) Show any buildings to be removed or demolished.
- 5) Show dimensions of all existing or proposed structures.
- 6) Show distance between all existing and/or proposed structures.
- 7) Show distances between all existing or proposed structures and adjoining property lines.
- 8) Indicate North by circling appropriate arrow.
- 9) Show existing driveway and any changes proposed to driveway. (If any driveway changes are proposed, see driveway handout.)
- 10) Label any adjacent streets.
- 11) NOTE: The curb line is NOT the front property line.
- 12) Drawing must be to a scale - note scale (ex. 1" = 40')