

# BUILDING PERMIT INFORMATION SHEET

## CITY OF PANORA, IOWA

501 East Market Street, P.O. Box 98, Panora, IA 50216  
Phone (641) 755-2164, Fax (641) 755-3846

### GENERAL INSTRUCTIONS

1. Complete all sections of the building permit form. Attach additional sheets if necessary.
2. Check the appropriate box in the "Project Type" section. If your project does not fit one of the listed types, write your project in and check the "Other" box. In the "Description of Proposed Project & Use," include a complete description of the type of construction to be used as well as a description of the materials involved (i.e., brick, concrete, wood frame, vinyl siding, etc.). Also, you must describe the proposed use of the project once it is completed. For example, if you are building a house and intend to live there, list "residence" as the proposed use. If you are putting up a garage and intend to do body work in that garage, indicate so. Be aware, though, that some uses are not allowed in specific zoning districts. If insufficient information is provided, the application may be returned without review.
3. All projects must be in compliance with all sections of the Zoning Ordinance, and it is the responsibility of the applicant to research the appropriate requirements that are applicable to a project. Setback, area and height requirements for all districts are listed on the last page of these instructions. If you are unsure of all requirements that may apply to your project, you can review a copy of the zoning ordinance at City Hall or purchase a copy for \$20.00. An application that is not in compliance with all sections of the zoning ordinance may be rejected or returned to the applicant so that the project can be adjusted, moved, or changed so that it is in compliance. If a variance or special exception may be appropriate, the applicant will be notified of the requirement to request a variance or special exception pursuant to the provisions of Sections 165.51 (1 & 2) of the Panora Zoning Ordinance.
4. Applications must include a **detailed** scale drawing of the proposed project in relation to the surroundings. On your drawing, make sure to note directions (i.e., North arrow), driveways, sidewalks, off-street parking, utility locations (including water and sewer), and any other buildings located on the property that are or are not affected by the proposed work.

### SURVEY REQUIREMENTS

Except as provided below, construction, additions to or placement of any building or structure may not begin until the entire lot upon which the structure is to be placed has been surveyed and written evidence of the survey provided to the City. **A full survey of the entire lot is not necessary in the following instances:**

1. No survey is required with proposed structures with 144 square feet or less and not permanently anchored to the ground (e.g. not attached to a concrete footing or foundation).
2. For additions to existing structures: only a survey of the lot line (or lines) on the side(s) of the structure where the addition will be located.
3. No surveys required for replacing existing sidewalks, driveways, porches, decks and fences.
4. For new sidewalks, driveways, porches, decks on the property: only a survey is required of the lot line (or lines) on the side(s) of the structure where the sidewalk, driveway, porch or deck will be located, but no survey is required if the sidewalk, driveway, porch, or deck is located between two existing structures.
5. No survey required for lamp posts, flag poles or similar structures if located inside the boundaries of existing sidewalks, fences or other structures.
6. No survey required for fences built next to a neighboring property where there is a recorded easement on the neighboring property for erection and maintenance of such fence.

If so required, written evidence of a survey must be provided to the city by the building permit applicant before a zoning/building permit is issued.

### STORM WATER INLET PROTECTION REQUIRED PRIOR TO CONSTRUCTION

After the issuance of any building permit, no construction on the site shall occur until such time as the permit applicant installs protection devices at the storm water inlet (or inlets) where storm water from the construction site will enter the city's storm water sewer system. Such devices must meet the requirements for said inlet protection as defined in the most recent published editions of the Iowa Statewide Urban Design Standards for Public Improvements and the Iowa Statewide Urban Standard Specifications for Public Improvements manuals, or other inlet protection designs and specifications approved by the City Council by resolution or ordinance.

## **EROSION CONTROL AND STORM WATER POLLUTION PREVENTION**

All construction sites of 1 acre or more must submit and have approved a STORM WATER POLLUTION PREVENTION Plan to the appropriate agency as defined by state and/or federal law in accordance with NPDES and other state regulations.

### **LAWS TO KEEP DURING CONSTRUCTION**

1. **Fence off hazardous holes/excavations.** All pits, excavations, unenclosed basements and other holes with a slope greater than 1:1 and a depth of more than three feet (3') shall be either
  - a. Securely covered with a cover that can not be opened by children and that will not collapse or fail under the weight of a child, or
  - b. Fenced with a fence of at least three feet (3') high that surrounds the entire perimeter of the hole.
2. **Construction/Excavation Sites To Have Stabilized Construction Entrance.** Each site of building construction, grading and/or excavation must have a stabilized construction entrance, as defined and explained in the most recent published editions of the Iowa Statewide Urban Design Standards for Public Improvements and the Iowa Statewide Urban Standard Specifications for Public Improvements manuals, or other stabilized construction entrance design approved by the City Council by resolution or ordinance.
3. **Construction, grading and/or excavation activities on sites of less than one acre must have one or more of the following erosion control or storm water prevention devices implemented along the entire perimeter of a building construction, grading and/or excavation site except at the stabilized construction entrance(s):**
  - a. Temporary Rolled Erosion Control Products (RECP)
  - b. Turf Reinforcement Mats (TRM)
  - c. Vegetative Filter Strip
  - d. Diversion Structure
  - e. Level Spreader
  - f. Filter Berm
  - g. Filter Sock
  - h. Wattle
  - i. Sediment Trap
  - j. Silt Fence

The above device or devices used must be implemented as defined and explained in Chapter 7 of the most recent published editions of the Iowa Statewide Urban Design Standards for Public Improvements and the Iowa Statewide Urban Standard Specifications for Public Improvements manuals (SUDAS), except that wherever the word "should" is used in the SUDAS manual, it shall be construed as meaning "shall" and be considered a requirement. The devices so implemented along the perimeter of the site must remain in place until the site has been sodded, seed or plant material has grown into a stable vegetative cover or landscaping stone has been laid that prevents erosion.

### **IOWA ONE CALL**

All applicants who propose excavation or any digging as a part of the project are responsible for contacting Iowa One Call at **811** a **minimum of three business days** before any excavation or other digging begins.

**All projects that require a survey must be inspected after footings are dug but before concrete is poured! Notice of at least one business day must be given to City Hall to arrange for such inspection!**

## PERMIT FEES

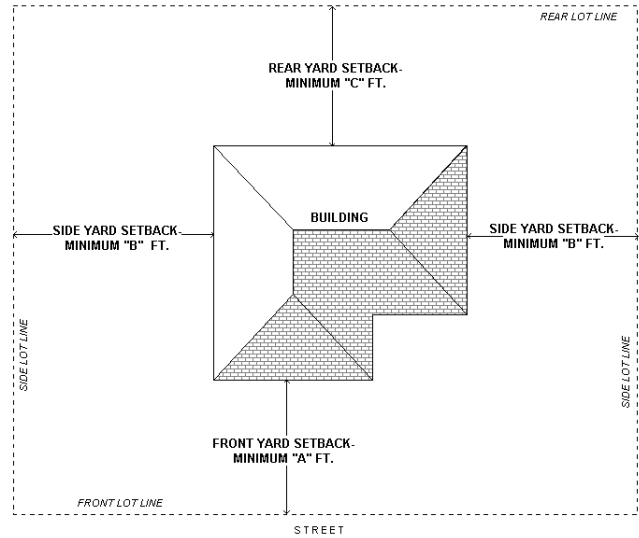
The fees for building permit applications vary with the construction proposed. The fee schedule is listed below. Application permit fees, including any utility connection fees (if applicable) are due at the time of application and may be made payable to the City of Panora. Checks remitted in payment of utility tapping fees shall be held until the application is approved. If the application is denied, the check for utility fees shall be returned to the applicant.

| PROJECT TYPE OR ACTIVITY  | FEE   |
|---|---|
| <b>A. Commercial Buildings</b>  |   |
| 1. <b>New buildings</b> consisting of 1,000 sq. feet or less:                       | \$75.00   |
| Plus for each additional 100 sq. feet exceeding the 1,000:                          | \$5.00  |
| 2. <b>Additions to existing structures</b> , for each additional 100 sq. ft.:       | \$5.00  |
| <b>B. Single Family Houses</b>  |   |
| 1. <b>New buildings</b> , up to 1,000 sq. ft. of living space w/attached garage:    | \$50.00   |
| 2. <b>New buildings</b> , more than 1,000 sq. ft. of living space w/garage:         | \$100.00  |
| 3. <b>Additions</b> to single-family house structure-                               |   |
| Additions up to 100 sq. ft.:  | \$30.00   |
| For each additional 100 sq. ft.:  | \$5.00  |
| <b>C. Industrial Buildings</b> -Based on Valuation of Structure (See below):        |   |
| \$10,000.00 to \$25,000.00  | \$101.00 for the first \$10,000.00 plus \$8.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00   |
| \$25,001.00 to \$50,000.00  | \$225.00 for the first \$25,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00   |
| \$50,001.00 to \$100,000.00   | \$375.00 for the first \$50,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00  |
| \$100,001.00 to \$500,000.00  | \$600.00 for the first \$100,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00 |
| <b>D. Multi-Unit Residential Buildings</b> (Apartments, townhouses, etc.) Per unit: | \$60.00   |
| <b>E. Garage or Carport:</b>  | \$30.00   |
| <b>F. Utility shed, deck, fence, sign, or other yard fixture (incl. sidewalk):</b>  | \$15.00   |
| <b>FEES FOR OTHER ZONING-RELATED APPLICATIONS</b>                                   |   |
| Application for change in zoning classification                                     | \$ 45.00  |
| Application for special exception   | \$ 45.00  |
| Application for variance  | \$ 45.00  |

**\*\*The information included in this sheet is only a summary of basic requirements for building permit applications. Additional permit fees and other requirements beyond those indicated in this application may apply to a proposed project. Applicants are encouraged to contact City Hall and review and understand the complete Panora Zoning Ordinance prior to applying for a building permit. The complete Panora Zoning Ordinance is available for review at City Hall by contacting City Hall at (641) 755-2164\*\***

# YARD (SETBACK), AREA, AND HEIGHT REQUIREMENTS

Different front, side, and rear yard (setback), lot area, and building height requirements apply to each zoning district. Setbacks are measured from the property line (not the location of the street or curb) to the farthest protruding continuous point on the building (i.e., if a new house has a 2' eave overhang, the setback should be measured from the eave, not the wall). Applicants are responsible for getting a survey completed in order to accurately identify lot lines and pins. **If a certificate of survey cannot be provided at the time of application, an official survey must be completed before a permit application can be processed.**



| ZONING DISTRICT  | Minimum Lot Area                                  | Minimum Lot Width                                  | Type of Use or Structure | Minimum Front Yard (Setback) "A"  | Minimum Side Yard (Setback) "B"  | Minimum Rear Yard (Setback) "C"   | Maximum Height-the lesser of:  |
|--|---|--|--------------------------|---|--|---|--|
| <b>AG</b><br>Agricultural  | 2 acres for dwellings;<br>10 acres for other uses | 150 feet for dwellings;<br>200 feet for other uses | PRINCIPAL USES⇒          | 40 feet   | 25 feet  | 40 feet   | 2 ½ stories or 35 feet   |
|  |   |  | ACCESSORY USES⇒          | 40 feet   | 5 feet   | 2 feet  | 20 feet, excluding farm buildings  |
| <b>RS</b><br>Residential   | 5,000 square feet                                 | 50 feet  | PRINCIPAL USES⇒          | 20 feet*  | 6 feet   | 20 feet   | 2 ½ stories or 35 feet   |
|  |   |  | ACCESSORY USES⇒          | 20 feet   | 5 feet   | 2 feet  | 20 feet  |
| * The typical minimum front yard distance for a proposed dwelling in a residential zoning district is 20 feet but is allowed to be less if any existing house on a lot on the same side of the street within 330 feet ( a typical block distance) of the lot of the proposed dwelling structure is set back less than 20 feet from street right-of-way, in which case a proposed dwelling may be set back within three (3) feet of any other said existing house, but in no case shall the minimum front yard setback for a proposed dwelling be less than 10 feet. On corner lots, if there is no other existing house within 330 feet on the same side of the street, a proposed dwelling may be set back only 10 feet from the street right-of-way. |   |  |                          |   |  |   |  |
| <b>AC</b><br>Arterial Commercial   | 8,000 square feet                                 | 60 feet  | PRINCIPAL USES⇒          | 25 feet   | 10 feet  | If adjacent to a residential district, the rear yard shall be equal to the minimum rear yard required in the adjacent district; but no less than 15 ft. | 3 stories or 45 feet   |
|  |   |  | ACCESSORY USES⇒          | 25 feet   | 5 feet   | 2 feet  | 20 feet  |
| <b>BC</b><br>Business Commercial   | none  | 20 feet  | PRINCIPAL USES⇒          | none  | none, except if a side yard is adjacent to a residential district, then it shall be 10 feet and if otherwise provided, no less than 5 feet | None, except if a rear yard is adjacent to a residential district, then it shall be 10 feet   | 3 stories or 45 feet   |
|  |   |  | ACCESSORY USES⇒          | None, except if a front yard is provided, it shall be at least equal to that of the principal structure | 5 feet   | 2 feet  | 20 feet  |
| <b>BCD</b><br>Historic Downtown Business Commercial  | none  | 20 feet  | PRINCIPAL USES⇒          | none  | none, except if a side yard is adjacent to a residential district, then it shall be 10 feet and if otherwise provided, no less than 5 feet | None, except if a rear yard is adjacent to a residential district, then it shall be 10 feet   | Buildings may not be built to a height more than 15 feet greater or less than an adjacent building |
|  |   |  | ACCESSORY USES⇒          | None, except if a front yard is provided, it shall be at least equal to that of the principal structure | 5 feet   | 2 feet  | 20 feet  |
| <b>LI</b><br>Light Industrial  | none  | None   | PRINCIPAL USES⇒          | 25 feet   | none, except if adjacent to a residential district, then it shall be 25 ft.  | 20 feet   | 3 stories or 45 feet   |
| <b>HI</b><br>Heavy Industrial  | 10,000 square feet                                | None   | PRINCIPAL USES⇒          | 25 feet   | none, except if adjacent to a residential district, then it shall be 100 ft.; if adjacent to a commercial district, it shall be 50 feet    | 35 feet, unless bordering a railroad right-of-way, in which case 35 feet shall be required  | 3 stories or 45 feet   |

