



Floyd County Planning & Zoning Department

101 S. Main Street
 Charles City, IA 50616
 Phone: (641) 257-6145; Fax: (641) 257-6155

(Time stamp) Official Use Only

BUILDING PERMIT APPLICATION

Job Site Address: _____ Parcel #: _____
 Owner(s): _____ Phone #/Email: _____
 Address: _____ City, State, Zip: _____
 Contractor: _____ Phone #/Email: _____
 Address: _____ City, State, Zip: _____

Legal Description (attach if necessary): _____

Section _____ - Township _____ - Range _____

DESCRIPTION OF WORK:

NEW	ADDITION	GARAGE	ACCESS.	OTHER
# OF STORIES:			# OF EXISTING BLDGS:	
# OF BEDROOMS:			# OF EMPLOYEES:	
HEIGHT OF BLDG TO PEAK:			PARKING REQUIRED:	YES___ NO___
BLDG DIMENSIONS:				

VALUATION:

	Square Feet	Contractor's Estimate	Valuation (Office Use)
Unfinished Basement			
Finished Basement			
1 st Floor			
2 nd Floor			
Unfinished Garage			
Finished Garage			
Addition			
Accessory/Storage Bldg			
Wind Turbine/Cell Tower			
Commer./Indust. Bldg			
		Total Valuation	
		Permit Fee	
		Septic Permit	
		Well Permit	
		TOTAL FEE	

1. What will the structure be used for? _____.
2. Will there be a sign on the property? Yes No
3. Will there be a septic system installed on the property? Yes No
4. Will there be a well drilled on the property? Yes No
5. Required Documentation (include with submittal of application)
 - a. Agricultural Exemption Application (*only if claiming AG Exemption*)
 - b. Site diagram including all existing and proposed improvements (buildings, paving, septic system location, entrance, streets, etc.)

6. Certification:

I hereby certify that I have read and examined this application and know the same to be true and correct. I hereby give my consent for the Zoning Administrator to enter and inspect the subject property. I titleholder/applicant understand that this application must be reviewed by the Zoning Administrator, and I may not initiate improvements until the permit has been issued. I also understand that any violation of any of the above provisions may bring legal action against me by Floyd County.

Signature of Titleholder

Date

Signature of Applicant

Date

**A completed application with required documentation must be submitted.
Incomplete submittals will not be processed.**

Return forms to: Floyd County Planning & Zoning Department, 101 S. Main Street, Charles City, IA 50616

OFFICIAL USE ONLY			
Date Submitted:		Received by:	
Site Inspection Date:		Site Inspection By:	
# of Acres of Parcel		Zoning District	
Floodplain Map #		Flood Zone	
Entrance Permit needed (obtained from Engineer)	Y/N	Septic Permit needed	Y/N
Well Permit needed	Y/N	Does use comply with Zoning regulations?	Y/N
Was Radon Brochure given to applicant?	Y/N	Electrical Permit Notice given to applicant?	Y/N
Is property within 5 miles of airport?	Y/N	Does airport need to be contacted?	Y/N
Was Cond. Use/Variance granted?	Y/N/NA	Was Zoning request granted?	Y/N/NA
Date Issued:		Issued by:	
Date Permit Fee Paid:		Other/notes	

- A copy of the building permit needs to be given to the applicant and to the Assessor's office.
- If applicant is surveying and splitting off less than 10 acres to build a new home, a zoning request from AG to R-1 will need to be filed prior to a building permit being issued unless the subject property has evidence of a building site that existed prior to September 11, 1990. If the rezoning request is denied, the applicant **will not** be allowed to build any structure on the subject property. Additionally, all surveys are subject to our land division review form. If it is discovered that a surveyed parcel is the third split of a Quarter Quarter (40 acre) section, subdivision regulations will be imposed, which will also require a zoning request from AG to R-1 Minor/Major Subdivision to be filed prior to a building permit being issued.
- All wind turbines and cell towers are subject to a conditional use hearing before the Floyd County Board of Adjustment prior to a building permit being issued.
- Any person desiring to construct a building closer than the required setbacks listed on the site plan must file a request for a variance with the Floyd County Board of Adjustment prior to a building permit being issued.