

WARREN COUNTY ZONING

Lindsey Baughman, Zoning Director
Miranda Bailey, Zoning Administrator

Administration Building
301 North Buxton Street, Suite 210
Indianola, Iowa 50125

Phone: (515) 961-1060
Fax: (515) 961-1082

A building permit is required for any building or structure erected, constructed, or placed on any land within the unincorporated area of Warren County. Additions to existing buildings also require a permit. Building permits are available through the Zoning Office or online.

The first step to obtain an address is to contact the zoning office to begin the address process. This process may require you to contact the following departments, Engineer; Environmental Health, Assessor's Office and E-911

The following list represents the information that must be submitted when applying for a Building Permit:

REQUIREMENTS FOR A BUILDING PERMIT

1. LEGAL DESCRIPTION OR PARCEL NUMBER:

2. SITE PLAN:

Submit an informal drawing--does not have to be drawn to scale. Include lot dimensions, driveway location, street/road access--if on a corner lot with intersecting roads or streets, show both. Show location of structure with yard (front, rear and side) setbacks. Give dimensions of the new structure or addition. Site plan drawing can be found on our website.

(You may stop here for ACCESSORY STRUCTURES-Garage/Pole Barn)

3. FLOOR PLAN:

Submit a set of construction drawings. These drawings will be shared with the Warren County Assessor's office.

FOR NEW RESIDENCES-READ ON

4. SEPTIC PERMIT NUMBER:

Contact the Environmental Health Office to obtain an information packet and/or requirements.

Their phone number is 515- 961-1065. Their address is: Warren County Administration Building, 301 North Buxton, Suite 203, Indianola, IA 50125.

Before a Building Permit can be issued on a building which will have sanitary facilities (bathrooms, restrooms, etc.), a Septic Permit number must be included with your application. If connecting to an existing system, an evaluation and approval maybe needed from the Sanitarian.

5. ENTRANCE TO YOUR PROPERTY FOR RESIDENCE OR STRUCTURE:

An access permit is required for existing entrances or for non-existing driveway entrances or accesses. It is required to make application for existing entrances or new driveway entrances. Contact the Engineer's Office to discuss and obtain approved access to your property. Their phone number is 961-1050. Their address is: Warren County Administration Building, 301 North Buxton, Suite 211, Indianola, IA 50125. If there is not an existing driveway entrance or access to a County road, an Access Permit is required. Access Permits on State Highways are issued by the Iowa Department of Transportation Office. Information may be obtained from the Engineer's Office, if applicable, during your visit there.

6. ADDRESSING YOUR NEW RESIDENCE:

If this is a new residence, an address must be assigned by the E-911 office. This step is handled in conjunction with the Engineer's Office access approval. The Engineer's Office will handle the paperwork for E-911 **AFTER** the access is approved. It is necessary for the Engineer's Office to physically go to the proposed site in many cases and take measurements and conduct a site check prior to approval of the access. Should this access wished to be shared by two or more parties, all parties must have a written statement agreeing that they **all** would share one access. If there is disagreement, addresses will not be assigned and the parties will have to work out other means for an access. When all parties agree, the signed statements are taken to the Warren County Board of Supervisors for approval. The E-911 office will send out a letter and inform you as to what address has been assigned. The Warren County E-911 office is located at 115 North Howard Street. You may also call with any questions or concerns related to your address at 515-961-1093.

7. COMPLETED APPLICATION and BUILDING PERMIT FEE:

Upon the completion of the above steps please bring the required information to zoning office and we will assist you in starting the building permit application process. This form can be found on our website at www.warrencountyia.org. Once the application has been submitted the Zoning Director or Zoning Administrator will review application before issuing the building permit. Please phone for an appointment—515-961-1060 to assure a time convenient to you and our office. Monday through Friday-8:00 a.m. to 4:30 p.m..

Permit Fee is \$500.00 for PRIMARY STRUCTURES, i.e. new residences.

Permit Fee is \$100.00 for ACCESSORY STRUCTURES, i.e. detached garages, pole barns, storage sheds, signs, additions, and an enclosed porch.

Fee is EXEMPT for residences or buildings where agricultural use is primary in nature. We do ask that a building permit be obtained in the A-1 District due to the four residences per Quarter Quarter ordinance in effect. Thank you for compliance with this request.