

Procedure for Obtaining a Zoning Certificate

NOTE: OBTAIN THE FOLLOWING INFORMATION, THEN PROCEED TO STEPS #1-#4

- * **Zoning & Setbacks:** The lot must be zoned properly for the intended use. In addition, any new structures must meet setback requirements for the underlying zoning district (unless a variance is granted by the Zoning Board of Adjustment before construction begins).
- * **Contractor's name:** Contractor must be licensed by the State of Iowa, if required by State code.
- * **Electrical Work** – work on all new construction is required to be completed by a State licensed electrician.
- * **ALL Electrical Work** – other than "routine maintenance" is required by the State to be inspected. (note: the State is notified of all permits issued)
- * **Size of structure:** i.e: 36' x 80'- include attached garage in determining the size
- * **Cost of structure:** List all costs associated with placing the structure on the site, (i.e. excavation, concrete, lumber, labor, etc.)
Exclude the cost of the well, septic system and the building lot.
- * **Legal:** Legal description of the property & parcel # (on your tax bill)
- * **Detailed Site Plan which includes:**
 1. Size of the lot.
 2. Dimensions & Location of **principal** building(s) on the lot.
 3. Dimension & Location of **New Structures** to be built on the lot.
 4. Location of well & septic systems.
 5. Setbacks of any new structures **FROM the lot lines and street lines to the closest part of the new structure.** The **street line** is a dividing line between a lot, tract or parcel of land and an adjacent street right-of-way.
 6. **If you are building an accessory structure you need to complete the Building Height Form (an accessory structure cannot be taller than the primary structure).**

THESE STEPS MUST BE COMPLETED IN THE ORDER STATED BELOW:

1. **Apply for an Entrance Permit:** 1. Check with the County Road Dept., (563) 557-7283 (7 am - 3:30 pm) to see if a driveway permit is needed.
2. **Septic System Permit:** A Percolation Test must be performed by a licensed Engineer if a conventional septic system is installed. Sand Filters may be acceptable alternatives to conventional systems if percolation tests indicate that conventional systems will not suffice. Perc Tests may not be required for sand filter systems. Check with Health
3. **Well Permit:** A Well Permit must be obtained if a new well is being drilled. The name of the certified well contractor must be provided to the Health Dept. before a new well is drilled.

4. **Obtain an approved “Zoning Certificate” from the Zoning Office**

Note: (Provide the Permit #'s from Steps #1, #2 & #3 above)

At this time you will fill out an “Address Request” form. You will receive two flags to place on either side of the driveway to be addressed. Notify the Engineer’s Dept. **563-557-7283** (7 am-3:30 pm) when the driveway is in place and the flags are posted.

Cost for Addressing & Sign - \$125.00- Check Payable to: DUBUQUE COUNTY ENGINEER

Building Permit Cost:

Single Family Residence-\$150

Multi-Family Residence-\$200

Additions-\$75

Outbuilding/Garage/Sign-\$50

Temporary Structure-\$50

Tower-\$250

Business (under 5,000 SF)-\$250

Business (5000 SF and Above)-\$350

Minor Erosion & Sediment Control Permit (ESC)-\$100

WELL PERMIT FEE - \$250

SEPTIC PERMIT FEE - \$250

CHECKS PAYABLE TO: Dubuque County Treasurer