

## **PERMIT ISSUANCE POLICIES**

The following information has been developed in an effort to explain to the builder, and/or contractor, the steps that must be taken to obtain permits for remodeling, new construction or reconstruction in Cedar County, Iowa.

1. **Building Permit** applications for new construction, remodeling or repairs are available from the Zoning Department. These forms contain information necessary to properly process your request. Along with the application, you will need to submit a detailed site plan which will be reviewed by the zoning staff to insure that the proposed structure complies with appropriate zoning district setback requirements. At this time, Cedar County has not adopted building code regulations. It is recommended that structural, electrical and plumbing components comply with the Uniform Building Code or the State of Iowa Building Code. The E911 coordinator must issue an E911 address if the property does not currently have one prior to the issuance of a building permit. Also, if your new construction will be using a private sewage disposal or water supply, you will need to follow the steps outlined in items 2 & 3, as well as showing their proposed location on the site plan. For structures requiring water or sewer, proof of permit issuance or approved existing facilities is required before the building permit will be approved.
  
2. **On-Site Sewage Disposal** applications are available at the Environmental Health and Zoning Department. A soil evaluation, and/or a percolation test, including a soil boring to six (6) feet in depth, is required in order to process your on-site sewage disposal application. The soil evaluation or percolation test must be performed by a licensed engineer or an approved septic system contractor. A permit will not be issued until a soil evaluation or percolation test has been completed and the completed application returned and approved by this department. If your system is for a new dwelling, your permit must be obtained prior to being issued a building permit. The following inspections are required:
  - a. Site review to assure your location meets state and county standards.
  - b. During the construction process, prior to covering any portion of the system.
  - c. Final inspection – Staff will give your system a final inspection and will draw a diagram of its exact location. You will be given a copy of the diagram with your permit application and one will be kept on file in the department.

On-site sewage permits will not be issued to individuals who have access to a community or public sewage disposal system.

3. **Private Water Well** applications are also available from the Environmental Health and Zoning Department. This form must be filled out in detail and returned for issuance of the permit. If your water supply will be serving a new dwelling, the permit must be obtained before a building permit can be issued. The following inspections are required:

- a. On-site review and approval.
- b. During the grouting process.
- c. Final Inspection, at which time the Health Department will collect a water sample to be analyzed for coliform bacteria and nitrate.

The water well contractor is required to submit a completed well record to this department upon completion of well construction. This information is to be provided on an Iowa Department of Natural Resources form. We will provide the contractor with these forms upon request.

Water well permits will not be issued to individuals who have access to a community or public water supply.