



PLANNING AND ZONING

Cerro Gordo County Courthouse

220 N Washington Ave Mason City, IA 50401-3254
John Robbins, Planning and Zoning Administrator
Michelle Rush, Executive Assistant

Ph: (641) 421-3075
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cgcounty.org/planning

ZONING PERMIT APPLICATION

Applicant Name: _____ Phone: _____

E-Mail: _____

Mailing Address: _____

Correspondence Preference

Property Owner Name: _____ Phone: _____

E-Mail Regular Mail

Property Owner Address: _____

Contractor Name: _____ Phone: _____

Please select how you would like to receive correspondence regarding this application. If not selected, correspondence will be sent via e-mail if possible.

Contractor Address: _____

Address where work is planned: _____

Planned construction: _____

To be used as: _____

Legal Description: Quarter _____ Section _____ Township _____ Range _____

PIN # _____ Lot(s) _____ Block _____ Subdivision _____

Dimensions of Proposed Structure (must include roof overhang and any other projections greater than 2 feet):

Width _____ Depth _____ Height _____ Stories _____

Distance to Proposed Structure from Lot Line:

Front (street) _____ Rear _____ Side _____ Side _____

Projected Construction Costs: \$ _____ Zoning _____ Permit fee: _____

I, the applicant, being duly sworn, depose and say that I am the owner, or that I am authorized and empowered to make affidavit for the owner, who makes the accompanying application; that the application and plan are true and contain a correct description of the proposed building, lot, work, and use to which structure is to be placed. The Planning & Zoning staff is also given permission to enter the above property in reviewing this Application.

Signature _____ Date _____

NOTE: It shall be unlawful to do any grading, erecting, constructing, reconstructing, enlarging, altering, or moving of any building or structure until a Zoning Certificate has been issued by the Cerro Gordo County Zoning Administrator. Failure to do so shall result in a \$200.00 fee in addition to the permit fee.

Is the property serviced by the Clear Lake Sanitary District? Yes No

Is the property within the Environmental Resources Overlay District? Yes No

If "yes" is answered to either of the above, the applicant must first receive permit from the Clear Lake Sanitary District for sanitary disposal.

Approved by _____ Date: _____ Permit # _____

Property is served by Public Private water supply.

Property is served by Public Private sanitary sewer.

For either of the above, applicant must first receive permit from the Cerro Gordo County Health Department.

Approved by _____ Date: _____ Permit # _____

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION REQUIRED TO COMPLETE APPLICATION

AGRICULTURAL EXEMPTION WORKSHEET

If claiming agricultural exemption, please complete the worksheet below. Must meet minimum requirements to qualify.

Minimum Requirements Worksheet:

Zoning: _____ Number of Contiguous Acres Owned: _____

Please indicate specific farm uses and list number of acres on property below:

Crops: Yes No Type: _____ Acres: _____
 Livestock: Yes No Type: _____ Amount: _____
 Pasture: Yes No Acres: _____
 CRP: Yes No Acres: _____

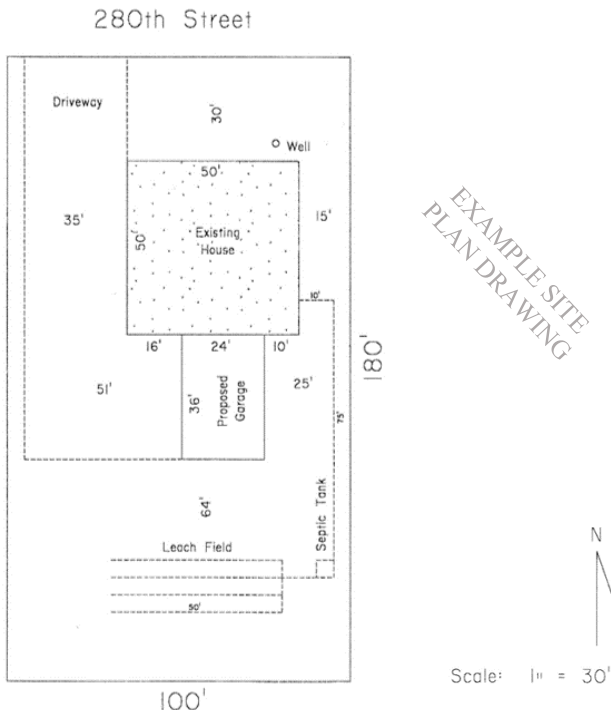
Agricultural Use for Planned Construction:

- Farmhouse or Farm Dwelling
- Machine Shop/Implement Storage
- Livestock shelter/animal waste storage
- Grain, fuel, or other ag-product storage
- Other farm use (please specify) _____

APPLICATION CHECKLIST

Use the checklist below to make sure you have all of the required items included with your application.

- Completed application
- Drawing showing:
 - Location of planned construction
 - Dimensions and size of planned construction
 - Distance from nearby structures
 - Distance from all property lines (right of way along streets)
- Floor plan if new house, home addition, commercial/industrial
- Any other important documentation



Scale: 1" = 30'

FEE TABLE

The permit fee is based on the projected cost of construction. If approved, the permit fee is required before a permit is issued and construction may begin.

Projected Cost	Permit Fee
\$0 - \$4,999	\$20
\$5,000 - \$14,999	\$30
\$15,000 - \$29,999	\$50
\$30,000 - \$49,999	\$75
\$50,000 - \$74,999	\$100
\$75,000 - \$99,999	\$150
\$100,000 - \$249,999	\$200
\$250,000 - \$499,999	\$350
\$Over \$500,000	\$500

REQUIREMENTS

You may refer to the following online resources for requirements for what you are planning to do.

Department website: <http://www.cgcounty.org/planning>

Zoning Ordinance: <http://www.cgcounty.org/home/showdocument?id=466>

QUESTIONS?

If you have any questions, please feel free to contact us.

Cerro Gordo County Courthouse
 220 N Washington Avenue
 Mason City, IA, 50401

Phone: (641) 421-3075
 Fax: (641) 421-3088

8:00 a.m. to 4:30 p.m.
 Monday thru Friday
 Closed Weekends



INSPECTIONS

Electrical Licensing and Inspection Program

Electrical Permits

Electrical permits are required whenever new electrical equipment or systems are installed. Electrical permits are not required for any electrical installation that **meets all four** of the following criteria:

1. The installation is to be legally performed by a State of Iowa licensed journeyman or master electrician or by a licensed apprentice electrician under the direct supervision of a licensed journeyman or master electrician.
2. The installation does not involve work within a new or existing switch board or panel board.
3. The installation does not involve any electrical line-to-ground circuit of more than 30 amperes.
4. The installation does not involve any electrical line-to-ground circuit of more than 277 volts single phase.

Electrical permit is usually done by an electrical contractor performing the installation. There are some exceptions to Iowa Chapter 103 that allow the Homeowner/Farmer to perform the electrical installation but the other requirements for electrical permits and inspections still apply.

The application for electrical permit is usually done online at iowaelectrical.gov which uses a secured program to accept payment by credit card. This format is available 24 hours a day and the payment and submittal are instantaneous. For those without internet access or who prefer paper forms the Manual Permit Application can be filled out and submitted by mail with an accompanying check or money order. Naturally, this option is slowed by using the postal service.

Homeowner/Farmer Information

Chapter 103 of the Iowa Code allows for homeowners and farmers to do electrical work on their property without the requirement of an electrical license. They merely apply for the Electrical Permit and schedule an Electrical Inspection as their wiring project proceeds. If they have any questions concerning their particular installation, we urge that they contact the Electrical Inspector Supervisor. The scope of work allowed for the homeowner or farmer are slightly different so please take note of the following:

- **Homeowner:** The homeowner may do his or her own electrical work only on their existing principle residence that qualifies for the Homestead Exemption for property tax purposes. Their exemption includes any accessory buildings on the property that do not exceed 3000 square feet but does not extend to investment property, business property, rental property, vacation homes, etc. **A new home must be wired by an electrical contractor.**
- **Farmer:** The exemption for the farmer is basically the same as that for the homeowner except that it extends to all agricultural properties that he/she may own and is not limited to 3000 square feet. **Any new home or any existing residence other than the primary residence must be wired by an electrical contractor.**

Detailed information available at http://www.dps.state.ia.us/fm/electrician/inspection/inspections_index.shtml

Cerro Gordo County Local & State Inspectors

Agricultural Installations	State of Iowa	Tony Servantez - 641-425-5113
Rural Installations	State of Iowa	Tony Servantez - 641-425-5113
Clear Lake	City	641-529-1228
Dougherty	State of Iowa	Tony Servantez - 641-425-5113
Mason City	City	641-421-3620
Meservey	State of Iowa	Tony Servantez - 641-425-5113
Plymouth	State of Iowa	Tony Servantez - 641-425-5113
Rock Falls	State of Iowa	Tony Servantez - 641-425-5113
Rockwell	State of Iowa	Tony Servantez - 641-425-5113
Swaledale	State of Iowa	Tony Servantez - 641-425-5113
Thornton	State of Iowa	Tony Servantez - 641-425-5113
Ventura	State of Iowa	Tony Servantez - 641-425-5113