
102 NW 2nd St, Panora, Iowa 50216 | Ph: 641-755-2164 Fax: 641-755-3846

GENERAL INSTRUCTIONS

1. Complete all sections of the building permit form.
2. Check the appropriate box in the "Type of Permit" section. If your project does not fit one of the listed types, select the box closest to your project and describe in the appropriate section. You must also describe the proposed use of the project once it is completed. For example, if you are building a house and intend to live there, list "residence" as the proposed use. If you are putting up a garage and intend to do body work in that garage, indicate so. Be aware, though, that some uses are not allowed in specific zoning districts. If insufficient information is provided, the application may be returned without review.
3. All projects must be in compliance with all sections of the Zoning Ordinance and it is the responsibility of the applicant to research the appropriate requirements that are applicable to a project. Setback, area, and height requirements for all districts are listed on the last page of these instructions. If you are unsure of all requirements that may apply to your project, you can review a copy of the zoning ordinance at City Hall or on the city website, www.cityofpanora.com. An application that is not in compliance with all sections of the zoning ordinance may be rejected or returned to the applicant so that the project can be adjusted, moved, or changed so that it is in compliance. If a variance or special exception may be appropriate, the applicant will be notified of the requirement to request a variance or special exception pursuant to the provisions of Sections 165.51 (1 & 2) of the Panora Zoning Ordinance.
4. Applications must include a **detailed** scale drawing of the proposed project in relation to the surroundings. On your drawing, make sure to note directions (i.e., North arrow), driveways, sidewalks, off-street parking, utility locations (including water and sewer), and any other buildings located on the property that are or are not affected by the proposed work.

SURVEY REQUIREMENTS

Except as provided below, construction, additions to or placement of any building or structure may not begin until the entire lot upon which the structure is to be placed has been surveyed and written evidence of the survey provided to the City. **A full survey of the entire lot is not necessary in the following instances:**

1. No survey is required with proposed structures with 144 square feet or less and not permanently anchored to the ground (e.g. not attached to a concrete footing or foundation).
2. For additions to existing structures: only a survey of the lot line (or lines) on the side(s) of the structure where the addition will be located.
3. No surveys required for replacing existing sidewalks, driveways, porches, decks and fences.
4. For new sidewalks, driveways, porches, decks on the property: only a survey is required of the lot line (or lines) on the side(s) of the structure where the sidewalk, driveway, porch or deck will be located, but no survey is required if the sidewalk, driveway, porch, or deck is located between two existing structures.
5. No survey required for lamp posts, flag poles or similar structures if located inside the boundaries of existing sidewalks, fences or other structures.

If so required, written evidence of a survey must be provided to the city by the building permit applicant before a

PERMIT FEES

PROJECT VALUATION	FEE	FEE SPLIT
\$1 TO \$500	\$65	V&K 75% CITY 25%
\$501 TO \$2000	\$65 for the first \$500 plus \$2.75 for each additional \$100 or fraction thereof, to and including \$2000	V&K 75% CITY 25%
\$2001 to \$25,000	\$63 for the first \$2,000 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000	V&K 75% CITY 25%
\$25,001 to \$50,000	\$352 for the first \$25,000 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$50,000	V&K 75% CITY 25%
\$50,001 to \$100,000	\$580 for the first \$50,000 plus \$6.25 for each additional \$1,000 or fraction thereof, to and including \$100,000	V&K 75% CITY 25%
\$100,001 to \$500,000	\$895 for the first \$100,000 plus \$5 for each additional \$1,000 or fraction thereof, to and including \$500,000	V&K 75% CITY 25%
\$500,001 to \$1,000,000	\$2,890 for the first \$500,000 plus \$4.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000	V&K 75% CITY 25%
\$1,000,001 and up	\$4,955 for the first \$1,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof	V&K 75% CITY 25%
Trade Permits	Electrical, Mechanical & Plumbing - \$75	V&K 100%
<i>Fee for those projects not requiring an inspection, to include sheds (under 144sq. ft. on skids), sidewalks, driveways, additions or repairs to existing fences.</i>	\$25.00	CITY 100%
Demolition Permit	\$65.00	V&K 100%
Controlled Burn Permit	\$150.00	V&K \$65 CITY \$85
FEES FOR OTHER ZONING-RELATED APPLICATIONS		
Application for change in zoning classification	\$ 45.00	CITY 100%
Application for special exception	\$ 150.00	CITY 100%
Application for variance	\$ 150.00	CITY 100%
Subdivision Review & On-site Construction Observation by Engineer	Actual Cost to City	ENGINEER 100%

YARD (SETBACK), AREA, AND HEIGHT REQUIREMENTS

Different front, side, and rear yard (setback), lot area, and building height requirements apply to each zoning district. Setbacks are measured from the property line (not the location of the street or curb) to the farthest protruding continuous point on the building (i.e., if a new house has a 2' eave overhang, the setback should be measured from the eave, not the wall). Applicants are responsible for getting a survey completed in order to accurately identify lot lines and pins. **If a certificate of survey cannot be provided at the time of application, an official survey must be completed before a permit application can be processed.**

ZONING DISTRICT	Minimum Lot Area	Minimum Lot Width	Type of Use or Structure	Minimum Front Yard (Setback) "A"	Minimum Side Yard (Setback) "B"	Minimum Rear Yard (Setback) "C"	Maximum Height-the lesser of:
AG Agricultural	2 acres for dwellings; 10 acres for other uses	150 feet for dwellings; 200 feet for other uses	PRINCIPAL USES⇒	40 feet	25 feet	40 feet	2 ½ stories or 35 feet
			ACCESSORY USES⇒	40 feet	5 feet	2 feet	20 feet, excluding farm buildings
RS Residential	5,000 square feet	50 feet	PRINCIPAL USES⇒	20 feet	6 feet	20 feet	2 ½ stories or 35 feet
			ACCESSORY USES⇒	20 feet	5 feet	2 feet	20 feet
AC Arterial Commercial	8,000 square feet	60 feet	PRINCIPAL USES⇒	25 feet	10 feet	If adjacent to a residential district, the rear yard shall be equal to the minimum rear yard required in the adjacent district; but no less than 15 ft.	3 stories or 45 feet
			ACCESSORY USES⇒	25 feet	5 feet	2 feet	20 feet
BC Business Commercial	none	20 feet	PRINCIPAL USES⇒	none	none, except if a side yard is adjacent to a residential district, then it shall be 10 feet and if otherwise provided, no less than 5 feet	None, except if a rear yard is adjacent to a residential district, then it shall be 10 feet	3 stories or 45 feet
			ACCESSORY USES⇒	None, except if a front yard is provided, it shall be at least equal to that of the principal structure	5 feet	2 feet	20 feet
BCD Historic Downtown Business Commercial	none	20 feet	PRINCIPAL USES⇒	none	none, except if a side yard is adjacent to a residential district, then it shall be 10 feet and if otherwise provided, no less than 5 feet	None, except if a rear yard is adjacent to a residential district, then it shall be 10 feet	Buildings may not be built to a height more than 15 feet greater or less than an adjacent building
			ACCESSORY USES⇒	None, except if a front yard is provided, it shall be at least equal to that of the principal structure	5 feet	2 feet	20 feet
LI Light Industrial	none	none	PRINCIPAL USES⇒	25 feet	none, except if adjacent to a residential district, then it shall be 25 ft.	35 feet, unless bordering a railroad right-of-way, in which case 5 feet shall be required	3 stories or 45 feet
HI Heavy Industrial	10,000 square feet	none	PRINCIPAL USES⇒	25 feet	none, except if adjacent to a residential district, then it shall be 100 ft.; if adjacent to a commercial district, it shall be 50 feet	35 feet, unless bordering a railroad right-of-way, in which case 35 feet shall be required	3 stories or 45 feet

