



NEW CONSTRUCTION

City of Ottumwa
105 East Third Street, Ottumwa, Iowa 52501
Telephone 641-683-0610 Fax 641-683-0609

Building a new home requires lots of planning. Once you have your plans drawn up, it is time to apply for a building permit. Landowners are allowed to build their own homes in the City of Ottumwa; however, licensed sub-contractors for electrical, mechanical and plumbing must be utilized for those trades.

Construction of a new home requires obtaining the proper submittal of a building permit application as well as a site plan. Any electrical, mechanical or plumbing jobs must have a licensed contractor to perform the work as well as pulling the permit.

In order to obtain a permit, several pieces of information need to be submitted for review. In order for your plans to go into the queue, the following required information must be provided.

Building and Code requires that a building application along with a diagram of the building be submitted prior to any approval.

To Apply:

1. Review the Single Family Dwellings handout.
2. Have scaled plans drawn up, including wall and stair cross sections and information regarding a deck or porch
3. Draw a site plan showing house location with setbacks, driveway width at the property line, easements, silt fencing, and concrete washout if applicable
4. Complete the application and Plan Review Sheet. Submit site plan, detailed scaled plans and required forms to:
 - Building and Code Enforcement, City Hall, 105 E. Third St., Ottumwa, IA, 52501.



Next Steps:

Once your plans have been submitted, we will forward information to the appropriate departments for their review and approval. If there are questions during the review process or additional information required, a staff member will reach out to you. This process can take five to seven days. Upon approval, you will be contacted via email or phone and informed that your permit is ready for payment.

Your permit is good for one year or as long as the work is ongoing. As progress occurs, the general contractor must call for all appropriate inspections.

ACCESSORY BUILDINGS

A building permit is required when a detached structure (garage, tool shed, storage shed, or playhouse) is over 120 sq ft or more than one story. Regardless of the size, the structure must be built to current codes and Zoning Regulations.

If there will be any electrical, mechanical, or plumbing included within the detached structure, separate permits will need to be pulled by the one performing the work.

Per Ch. 176.32, Accessory Structures of the Zoning Regulations, the maximum square footage of **all** detached structures on a property cannot exceed 1200sqft without a conditional use approval from the Zoning Board of Adjustment. If you are considering a structure that will exceed 1200sqft or will equal over 1200sqft will all accessory structures on the property, please visit with the Planning and Zoning Department on the requirements prior to moving forward with a building permit.

To Apply:

1. Review the Residential Detached Accessory Building handout and Zoning Regulations
2. Complete a site plan
3. Complete the application
4. Submit site plan, detailed scaled plans and other applicable information provided on handout to:

- Building and Code Enforcement, City Hall, 105 E. Third St., Ottumwa, IA, 52501
- Or via email to the address on top of the application



Next Steps:

Once your plans have been submitted, an inspector will review your plans prior to approval. This process can take three to five days, if a conditional use permit is not required. Upon approval, you will be contacted via email or phone and informed that your permit is ready for payment.

Your permit is good for one year with an option to renew the permit for one additional year. As progress occurs, you or your general contractor must call for all appropriate inspections.

ATTACHED ADDITIONS

A building permit is required when adding an addition or altering an existing structure. If there will be any electrical, mechanical, or plumbing included within the addition, separate permits will need to be pulled by the one performing the work.

To Apply:

1. Review the applicable handout (Residential Attached Additions or Residential Attached Garages) and Zoning Regulations
2. Complete a site plan
3. Complete the application
4. Submit site plan, detailed scaled plans and other applicable information provided on handout to:
 - Building and Code Enforcement, City Hall, 105 E. Third St., Ottumwa, IA, 52501 Or via email to the address on top of the application

Next Steps:

Once your plans have been submitted, an inspector will review your plans prior to approval. This process can take three to five days. Upon approval, you will be contacted via email or phone and informed that your permit is ready for payment.

Your permit is good for one year or as long as the work is ongoing. As progress occurs, you or your general contractor must call for all appropriate inspections.



REMODELS

A permit is required for bathroom and kitchen remodels. A homeowner may perform the construction work without a contractor's license, if it is a single-family detached home in which they reside. If the home is owner-occupied and a single family dwelling, the homeowner may be issued the electrical, mechanical, and plumbing permits as well after signing an affidavit to the same. However, if the home is a rental unit, duplex or multi-family dwelling, licensed subcontractors will need to be hired for these trades.

In addition to the city requirements, when performing interior remodel work on a home pre 1978 home, the State of Iowa requires the contractor to have a Lead Safe Renovation license. You can find more information on the State of Iowa Website. <https://dial.iowa.gov/licenses/building/lead>

To Apply:

1. Review the [Bathroom Finish Handout](#)
2. Draw new room layout if fixture locations are changing, or indicate "all back in same location"
3. Complete application
4. Submit application with the cost of project and any other applicable information to:

- Building and Code Enforcement, City Hall, 105 E. Third St., Ottumwa, IA, 52501.
- Or via email to the address on top of the application

Next Steps:

Once your plans have been submitted, an inspector will review your plans prior to approval. This process can take three to five days. Upon approval, you will be contacted via email or phone and informed that your permit is ready for payment.

Your permit is good for one year or as long as the work is ongoing. As progress occurs, you or your general contractor must call Building and Code Enforcement at 641-683-0650 for all appropriate inspections.



DECKS, PORCHES OR RAMPS

A permit is required for all decks or platforms if attached; if not attached over 120 sqft or over 30 inches from grade, all porches (open, screened, or three-season) and all ramps. Zoning regulations regarding the placement of the structure will need to be met prior to construction.

Decks: If your deck or platform is less than 30 inches from grade, but you are planning to add a roof, trellis, or hot tub a building permit is required. When building a deck think about the following items as your deck and footings should be designed for the increased loads and reflected on your permit application:

Porches: If you are building on an existing foundation, verification is required for the foundation via documentation or by exposing the footings. Porches that will be open to the interior of the home and are heated and cooled are considered additions and not a porch.

To Apply:

1. Review the [Deck Handout](#), [Porch Handout](#), or [Ramp Handout](#)
2. Complete the application and a site plan
3. Submit your application, plans and any required documentation to:
 - Building and Code Enforcement, City Hall, 105 E. Third, Ottumwa, IA, 52501. Or via email to the address on top of the application

Next Steps:

Once your plans have been submitted, staff will review them to verify they meet building codes and zoning regulations. This process can take up to a week to review. Upon approval, you will be contacted via email or phone and informed that your permit is ready for payment.

WINDOWS OR DOORS

A permit is required for all door and window installations if new, where there was not one before, closing off existing, different size or replacements of a door or window.

* Any window that will be installed within 24 inches of a door or wet surface (tub, shower, hot tub, etc.) requires that the glass be tempered (have a safety glaze).



To Apply:

1. Complete the application
2. Submit the application with the cost of project (materials and labor) to:
 - Building and Code Enforcement, City Hall, 105 E. Third St., Ottumwa, IA, 52501

FENCES

A building permit is required for the installation of a fence as there are zoning regulations that need to be followed:

- We recommend locating your property lines to ensure your fence is installed on your property and not your neighbor's property or within the City right-of-way
- A fence located within the required setbacks shall be no taller than six feet from grade
- If you want a taller fence located within the required setbacks, you need an approved variance from the Zoning Board of Adjustment
- A fence that exceeds six feet in height does require a building permit
- A solid fence shall not extend past the front of a house
- If you have a double fronted lot or corner lot, the fence must be located at least 12 feet from the back of street curb, any driveway or any alley
- If you plan to have the fence installed within a drainage, sewer, trail, public access, water or misc. easement, a fence hold harmless agreement must be filled out and approved by Planning, Engineering, and Public Service
- Electrified and barbed wire fences are not allowed in residential, office, or commercial zoning districts
- Corner visual clearance needs to be maintained on corner lots

For additional information review our Fence Handout or contact Planning and Zoning at 641-683-0606.

ROOFING OR SIDING

There is no permit required to roof including sheathing. No permit is required for siding.



SOLAR INSTALLATION

A building permit is required for roof-mounted or ground solar installations. The project will also require a separate electrical permit pulled by an Iowa-licensed electrician.

To Apply:

1. Complete the application.
2. Complete the solar worksheet that corresponds to your project: Micro Inverter Array or Standard String Array.
3. Submit the application, engineered signed and stamped plans, worksheet and a site plan to:
Building and Code Enforcement; 105 E. Third St.; Ottumwa, IA, 52501

Next Steps:

Once your plans have been submitted, an inspector will review your plans prior to approval. This process can take three to five days. Upon approval, you will be contacted via email or phone and informed that your permit is ready for payment.

Your permit is good for one year or as long as the work is ongoing