

## **INSTRUCTIONS FOR BUILDING PERMIT APPLICATIONS**

Please fill out the application form and return with the following items:

1. A legal description of the property
2. Any and all plans of the property showing the distances from the edge of your property line to the proposed building from all four directions.
3. A check made out to Mitchell County for \$55.00. (Farming Operations are exempt from this fee, however an application must still be submitted.)
4. Return to: Mitchell County Planning & Zoning  
Attn: Amanda Baer  
212 S 5<sup>th</sup> Street  
Osage, Iowa 50461

For further information or questions, call 641-832-3943.

Note: If a new septic system is to be in use, the Mitchell County Sanitarian MUST be contacted for a permit.

County Sanitarian: Amanda Baer  
212 S 5<sup>th</sup> Street  
Osage, Iowa 50461  
641-832-3943  
Or 641-832-8275

## **MITCHELL COUNTY BUILDING PERMIT APPLICATION**

Date: \_\_\_\_\_

Application Submitted By: \_\_\_\_\_

Home Address: \_\_\_\_\_

Address or Parcel Number Where Building Will Be Constructed: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_

Purpose: \_\_\_\_\_ To Build      \_\_\_\_\_ To Alter      \_\_\_\_\_ To Occupy

Building on the following: Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Type of Building or Improvement Proposed: \_\_\_\_\_

Size of the Lot (in entirety): \_\_\_\_\_ Size of the Lot for Building: \_\_\_\_\_

Structure will be set back \_\_\_\_\_ feet from the right of way (road).

Structure will be set back \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ from the sides of the lot line.

Occupancy Use: \_\_\_\_\_

Type of work: \_\_\_\_\_ New Build      \_\_\_\_\_ Alteration      \_\_\_\_\_ Addition

Number of Families to Occupy Structure: \_\_\_\_\_

Type of Sanitary Disposal to be used: \_\_\_\_\_

Septic System Permit Number (For County Sanitarian to Fill Out): \_\_\_\_\_

The undersigned applicant certifies under oath and the penalty of perjury that the information on this form is true and correct.

\_\_\_\_\_  
Applicant, Owner, or Agent Signature

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Mitchell County Zoning Administrator Signature: \_\_\_\_\_