

City of Des Moines - Building Permit Submittal Checklist

The following items are required to be submitted with building permit applications to the Permit and Development Center. All plans and associated details shall be drawn to scale and of sufficient clarity to indicate the full extent of the work. All work must comply with the adopted codes of the City of Des Moines.



Permit and Development Center
 Armory Building
 602 Robert D. Ray Drive
 Des Moines, IA 50309-1881

		New Commercial/Industrial/Institutional	New Multi-Family - Condos - Townhomes	Addition to Ex. Commercial/Industrial/Institutional	Addition to Existing Multi-Family	Remodel Ex. Commercial/Industrial/Multi-Family	Change of Occupancy within an Existing Building	New Parking Lot	Addition to existing Parking Lot	Demolition	Obstruction of Public Property (Right of Way)	Single Family - New/Additions/Remodels/Duplex
1	General Information	X	X	X	X	X	X	X	X	X	X	X
2	Description of Work (Scope)	X	X	X	X	X	X	X	X	X	X	X
3	Code Analysis	X	X	X	X	X	X					
4	Code Plan	X	X	X	X	X	X					
5	Site Plan - See Back Page	X	X	X	X		X	X		X		X
6	Foundation Plans	X	X	X	X							X
7	Existing Floor Plans			X	X	X	X					1
8	New/Proposed Floor Plans	X	X	X	X	X	X					X
9	Building Elevations	X	X	X	X		X					X
10	Roof Plan	X	X	X	X	1	1					X
11	Structural Plans	X	X	X	X	1	1					1
12	Certified Structural Calculations	X	X	X	X	1	1					1
13	Details	X	X	X	X	X	X					X
14	Door Schedule	X	X	X	X	X	X					X
15	Hardware Schedule	X	X	X	X	X	X					X
16	Room Finish Schedule	X	X	X	X	X	X					X
17	Fire Assembly Details and References	X	X	X	X	X	X					1
18	Specifications	X	X	X	X	X	X					X
19	Hazardous Material Inventory Sheet (see packet)	X	X	X	X	X	X					
20	**Electrical Plans (Separate Permit Required)	X	X	X	X	1	X					X
21	**Mechanical Plans (Separate Permit Required)	X	X	X	X	1	X					X
22	**Plumbing Plans (Separate Permit Required)	X	X	X	X	1	X					X
23	Accessibility: Routes, Entrances & Details	X	X	X	X	1	X					X
24	Fire Alarm Plans- Provide to Fire Prevention Bureau	X	X	X	X	1	X					
25	Sprinkler Plans- Provide to Fire Prevention Bureau	1	1	1	1	1	1					
26	Energy Review Compliance (Signed & Sealed)	X	X	X	X	1	1					X
27	Professional Certifications Required	1	1	1	1	1	1					1

X - Required 1 - May be required

1. General Information	Includes the project name, address, and detailed description of work.
2. Description of Work	Identifies the scope and extent of work.
3. Code Analysis	Identifies the building code path the design follows. Identifies occupancy classification, construction type, calculated occupant loads, required restroom fixture count calculations, fire and life safety systems.
4. Code Plan	Provides a graphical representation of the code analysis on the plan.
5. Site Plan	Shows location of the building and site elements to be constructed. See Municipal Code Chapter 134 & 135 for detailed requirements. Submit site plans to CSS portal at https://css.dmgov.org/EnerGov_Prod/SelfService#/home
6. Foundation Plan	Indicates location, size, and type of all footing and foundation components including materials used, reinforcing size, type and spacing, soil bearing requirements, and section views.
7. Existing Floor Plan	Shows the existing layout of the building and identifies current uses of all spaces.
8. New Floor Plan	Shows the proposed layout and uses of all spaces of the building, is fully dimensioned, and identifies the location of all building elements. Identifies accessible routes, accessible elements, and shows seating and furniture/fixture layouts.
9. Building Elevations	Provides floor and roof heights, identifies exterior finish materials, wall opening locations and areas, and all architectural details. Identifies roof slope, roof drain locations, roof covering type, material and fire classification. Identifies parapet and penthouse dimensions/locations and the locations of mechanical equipment, means of access, railings, and screening systems.
10. Roof Plan	
11. Structural Plans	Provides dimensions and details of all structural systems, sizes of structural elements, and connection details. Identifies special inspection requirements.
12. Certified Structural Calculations	Calculations certified (signed and sealed) by an Iowa licensed engineer that show the project complies with structural design requirements of building codes currently adopted by the City of Des Moines.
13. Details	Identify how all elements of the project are constructed, including all wall types, stair and ramp geometry and materials, handrails, guardrails, and accessible elements.
14. Door Schedule	Provides details of all doors in the project, including door types, sizes, frame information, and fire ratings.
15. Hardware Schedule	Identifies types of locks and latches for each door. Identifies type of operating mechanism such as lever or panic bar. Identifies wall, ceiling and floor finishes, and ceiling heights.
16. Room Finish Schedule	Provide details and section views of each fire-resistive roof/ceiling, floor/ceiling, corridor, shaft, partition, load bearing and non-load bearing wall, assembly reference numbers, and fire stopping details with assembly reference numbers.
17. Fire Assembly Details and References	Include descriptions, product information, model numbers and material specifications.
18. Specifications	Identifies any hazardous materials that exceed maximum allowable quantities, and includes a signed Hazardous Materials Declaration or a completed Hazardous Materials Permit Application and Packet. Packets and forms can be found under the Commercial Building Information link on the Permit and Development Center webpage: https://www.dsm.city/pdc
19. Hazardous Material Inventory Sheet	
20. Electrical Plans	Identify location of all lights, switches, panel boxes, receptacles, exit lights, emergency illumination, panel board ratings, transformer locations and ratings.
21. Mechanical Plans	Identify input rating of all equipment, location, size and type of all supply, return, exhaust and product conveying systems, volume of fresh and circulated air in each space, ventilation calculations for each use within the building, and capacity of the exhaust systems. Identify location and dimensions of all required equipment access clear spaces.
22. Plumbing Plans	Identify locations of all fixtures, location, size and type of all supply, waste, vent and drainage systems. Includes a schematic design of the system.
23. Accessibility	Identifies site access points, parking stall dimensions, stall signage, interior and exterior accessible route locations and elevation changes, restroom fixture and accessory locations and elevations, stair and ramp details, elevators, seating layouts and signage.
24. Fire Alarm Plans	(Delayed Submittal) – Identify type and location of panels, detection and notification devices. Provide annunciation and communications system details and operating descriptions. Identify supervising agency's name and location.
25. Sprinkler Plans	(Delayed Submittal) – Identify piping size and type, sprinkler head type and locations, temperature rating and coverage area limits, flow calculations, and specifications.
26. Energy Review	Identifies conformance with the current edition of the Energy Code adopted by the City of Des Moines.
27. Professional Certifications	Indicate plans were prepared by Iowa licensed design professionals with licensure and expertise in the area of design. Examples include architectural plans certified by an Iowa licensed Architect and mechanical plans certified by an Iowa licensed mechanical engineer.