Permit And Development Center - City of Des Moines

In an effort to streamline the process for obtaining building permits for cell towers, equipment shelters, and co-location equipment, the checklist below should be adhered to when making submittals to the City of Des Moines Permit and Development Center. Please note that there are two separate review paths for new monopole and shelter structures, the building plans review and site plan review. All submitted documents shall be in conformance with the 2015 IBC and Chapter 134-1326 (14) (a-f) of the City of Des Moines Zoning Ordinance.

Required Information for Cell Towers and Equipment Shelters:

1) (2) sets of drawings that are signed and sealed by a licensed Iowa Design Professional for:
   - Monopole
   - Monopole Foundations
   - Shelter
   - Shelter Foundations
   - Co-Location Antenna Equipment

2) (2) sets of structural calculations that are signed and sealed by a licensed Iowa Design Professional for:
   - Monopole
   - Monopole Foundations
   - Shelter
   - Shelter Foundations
   - Attachments of Monopole to Foundation
   - Attachments of Shelter to Foundation
   - Existing monopoles carrying weight of new co-located equipment.

3) A copy of the State of Iowa Modular Approval #

4) A completed and signed Special Inspections Agreement Form for both the Monopole and the Shelter.
5) Monopole must meet TIA/EIA-222 and ice loading for the Des Moines Area. Shelter must meet the requirements set forth by the State of Iowa. 

6) A copy of the Zoning Board of Adjustment Decision & Order (if applicable)

7) A copy of the signed lease agreement, a recorded declaration of covenants, or other satisfactory evidence showing that the owner of the tower is obligated to promptly remove the tower at the end of the lease term, or when tower is no longer used.

8) (4) sets of signed and sealed site plans by an Iowa licensed Engineer, (2) for site plan approval through Planning/Zoning and (2) for Building Permit approval

9) A copy of the Federal Aviation Administration’s clearance approval letter. (if applicable)

For City of Des Moines use only:
Create a separate case for the monopole and shelter.
Create a Project for all NEW monopole and shelters.
C.O.’s are required for all NEW monopoles and shelters.