

PERMIT APPLICATION - Read Carefully

Deliver to 602 Robert D Ray Drive Des Moines, IA 50309 or
e-mail to permits@dmgov.org

- * IT IS THE RESPONSIBILITY OF THE PERMITEE TO CALL FOR THE REQUIRED INSPECTIONS. CALL 515-283-4200
- * Payment for e-mailed permits will be collected via phone call by customer service representatives upon receipt of application.
- * No mechanical work shall be concealed or covered until approved by the inspector. Work that is not tagged with an approval shall be considered unapproved. **ALL WORK MUST BE INSPECTED.**
- * Except for Permit No., all portions of this form shall be completed by the applicant. Stamped signatures will **not** be accepted.
- * Where mechanical work has been started prior to obtaining a permit, an investigation fee will be assessed, unless otherwise allowed.
- * A mechanical permit shall expire if work is not commenced within 180 days or if work is abandoned for 120 days.
- * Permits are nontransferable-all work shall be performed by permittee or permittee's employee.
- * The permittee is expected to be knowledgeable of the Mechanical Code-any questions should be resolved **prior** to installation.
- * Contact Iowa One Call at 1-800-292-8989 BEFORE digging or excavating.

THE FOLLOWING INFORMATION MUST BE PROVIDED: COMPLETE ALL BLUE CELLS

The undersigned hereby makes application for a permit to perform mechanical work, as described herein, at the address below, and acknowledges that such work will comply with applicable code provisions.

Company Name:		Applicant Name (Print):	
Company Street :		Master's License #:	
City/State/Zip		Contractor's License #:	
Applicant's Phone #:		Applicant's Signature:	
Applicant's Email:			

TYPE OF USE

Single Family/Townhouse/Duplex (Separate Applications Required for Each Unit)	
Multi-Family (Separate Applications Required for Each Building)	
Other , Describe Use (Office/Restaurant/Church/Bar):	

Project Name:		DATE:	
Job Address:		Assessor's Dist./Parcel #:	

LICENSE TYPE	DESCRIPTION OF WORK	NO.	FEE	TOTAL
HVAC	FURNACE - <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC		\$15.00 each	
	COMFORT COOLING/AC UNITS/CHILLERS		\$15.00 each	
	GAS PIPING OUTLETS		1-4 \$3.00 ea. 5+ \$1.50 ea.	
	APPLIANCE VENTS		\$10.00 each	
	WATER HEATERS - 50 GALLON/50,000 BTUH LIMIT		\$7.50 each	
	ROOFTOP UNIT/HEAT PUMP/PTAC		\$15.00 each	
	HOODS <input type="checkbox"/> TYPE 1 <input type="checkbox"/> TYPE 2		\$10.00 each	
	HEATER - ANY: wall, floor, suspended (includes htg/clg wall units)		\$15.00 each	
	DAMPER - (FIRE/SMOKE)/(FIRE/SMOKE)/CEILING RADIATION)		1st-\$10.00 + \$1.00 Add.	
	VENT FANS/ BATH FANS		\$5.00 each	
	AIR HANDLING UNITS/DUCTS/VAV'S/FAN POWER BOXES		\$7.00 each	
	VRF INDOOR BLOWER UNITS		\$7.00 each	
	FIREPLACE/STOVES		\$15.00 each	
	SEPARATE VENT SYSTEM - EXAMPLE: ERV/HRV		\$10.00 each	
	REFRIGERATION UNITS - COOLERS/FREEZERS		\$15.00 each	
MISC. WORK OR <input type="checkbox"/> REPAIR <input type="checkbox"/> ADD <input type="checkbox"/> ALTER		\$10.00 each		
HYDRONIC	BOILER (Install/Relocate) <input type="checkbox"/> STEAM <input type="checkbox"/> WATER Enter BTU's Here (Example Enter: 150,000) >>		\$10.00 ea. + \$3.00/100k BTU	
	COOLING TOWER - EVAPORATIVE COOLER		\$10.00 each	
	WATER HEATERS - 50 GALLON LIMIT		\$7.50 each	
	RADIANT PIPING SYSTEM <input type="checkbox"/> NEW <input type="checkbox"/> ADD <input type="checkbox"/> ALTER		\$10.00 each	
*NOTE: A separate permit is required for all electrical work	Basic Fee (Applies to all mechanical permits)			\$50.00
	Total (Pay this total if work has NOT commenced at time of application)			
	Investigation Fee: Was work started without a permit? You must select Yes or No >>:	Yes	No	
	Grand Total (Pay this total if work commenced without a permit, prior to application)			