



Plan Review Information

The process of plan review and permitting is conducted to insure that development meets the minimum standards (codes and ordinances) to safeguard life or limb, health, property and public welfare of the community.

The City of Des Moines follows a philosophy of reviewing site related plans and building plans in an attempt to confirm compliance in as many applicable areas as possible and identify non-complying features prior to permitting to minimize code discrepancies which results in costly modifications and delays during the inspection process.

How to Obtain Plan Review Approval

The objective of a plan review is to confirm that the proposed project will comply with all applicable codes and ordinances. To obtain plan review approval it is advisable the designer carefully consider all applicable requirements early on in the development of the design documents. This will minimize code related discrepancies often times discovered during the review of the project, and also reduce delays created by redesigns and plan modifications. A partnering of the developer, designer, contractor and city should occur early on in the stages to discuss timing, review schedules and applicable code requirements. A Pre-Application site plan meeting should be scheduled prior to submitting for permit. Contact our offices at 515-283-4200 for more information and to schedule a meeting. This effort has proven to have a significant impact in reducing the number of re-submittals and revisions during the review process, in turn reducing the overall time to obtain approval and a permit for the project.

What is Required to be Submitted for Review and Approval

The link below is a submittal matrix or checklist, which identifies the type of plans and information that are typically needed to conduct a review of the various types of projects. The plans and information should be submitted at the time of application for a permit. Two complete sets of building plan documents are required to be submitted, and four copies of the site plan for the project. Building and Site plan review are done concurrently.

Please see our website for our **Submittal Matrix Checklist** which will help to identify the information that we require to complete a review of your project.