

City of Des Moines - Submittal Checklist

The following items are required for the project submitted to the Permit and Development Center.

Please submit (2) copies of the information listed below. The International Building Codes require all plans and associated details to be drawn to scale and to be of sufficient clarity to indicate the full extent of the work proposed.

All work must comply with the adopted codes of the City of Des Moines.

Project Name:
Address:

Date:
Permit No.: BLD

An All American City 1949 - 1976 - 1981 - 2003



Permit and Development Center
Armory Building
602 Robert D. Ray Drive
Des Moines, IA 50309-1881
(515) 283-4200
(515) 283- 4270 FAX

REQUIRED - Please submit (2) copies ASAP

Submitted

Not Applicable

Not Acceptable, please resubmit

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/Duplex - New/Addition/Remodel

See opposite side for descriptions

1	All Projects - General Information	X	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	X
3	Code Analysis	X	X	X	X	X							
4	Code Plan	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
28	Other:												

X - Required 1 - May be required

City of Des Moines Minimum Plan Submittal Requirements

1. ALL PROJECTS – General Information: Includes the project name, address, and legal description. All drawings shall be drawn to scale and include drawing numbers, titles and pages along with revision dates. Include name and contact information for the applicant, owner, contractors and designer of the project.
2. DESCRIPTION OF WORK – Summarizes the proposed work. May include description of construction, scope and extent of work.
3. CODE ANALYSIS – Identifies the building code path the design follows. Identifies occupancy classification, construction type, calculated occupant loads, and required restroom fixture count calculations. An example may be found under the “Commercial” tab on our website: <https://www.dmgov.org/Departments/CommunityDevelopment/Pages/PermitDevelopmentCenter.aspx>
4. CODE PLAN – Provides a graphical representation of the code analysis that also identifies the location of fire rated building elements. Sample code plans can be found under the “Commercial” tab at the following link: <https://www.dmgov.org/Departments/CommunityDevelopment/Pages/PermitDevelopmentCenter.aspx>
5. SITE PLAN – Dimensions of the building on the property, from each property line & other structures. A Site Sketch is required for the Building Review process. A separate site plan is required for the Site Plan Review process. Contact Frank Dunn-Young at 515-283-4743 for more information.
6. FOUNDATIONS PLANS – Indicates location, size, and type of all footings and foundations. Includes description of materials used, reinforcing size, type and spacing, soil bearing requirements, and elevations if applicable.
7. EXISTING FLOOR PLAN (if applicable) – Shows the existing wall configuration and identifies current use of all spaces.
8. NEW FLOOR PLAN – Identifies the building dimensions, location of project within the building, dimensions and use of each space, location of all partitions, exits, doors, windows, corridors, stairs, ramps, and fire rated walls. Identifies the exit route from interior spaces to the exit. Provides details of the sanitation facilities including toilets, grab bars, lavatories and approach clearances. Provides a seating and furniture/fixture layout. Identifies guardrail and handrail locations, heights and construction details.
9. BUILDING ELEVATIONS – Provide floor to floor dimensions and roof height. Identifies exterior finish materials, exterior wall opening types and locations, flashing, gutters, weather proofing systems, parapet details, and locations of awnings and canopies.
10. ROOF PLAN – Identifies roof slope, roof drain locations, roof covering type, material and fire classification. Provides manufacturer’s listings for roof materials being used. Identifies roof ventilation systems, size and location of roof access openings. Identifies parapet and penthouse dimensions/locations and the locations of all mechanical equipment, screening, enclosures, and guard rails.
11. STRUCTURAL PLANS – Provides dimensions and layout of each level. Indicates size, spacing, type, and location of all framing members and connection details. Identifies the location and sizes of load bearing walls, beams, and columns. Indicates floor/roof opening dimensions. Provides roof and wall projection attachment and support 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 elements of the project are constructed. Details to include the following: Exterior and interior wall types, stairs including riser heights, tread depths, headroom, materials and handrail details, ramps including slope, materials, handrails, etc. Structural details and assembly requirements not illustrated on other drawings.
14. DOOR SCHEDULES – Provides details of all doors in the project, including door types, sizes, frame information, and fire ratings.
15. HARDWARE SCHEDULES – Include types of locks and latches for each door. Identify type of operating mechanism such as lever action or panic bar. Identify hardware mechanisms for pairs of doors.
16. ROOM FINISH SCHEDULES – Include wall, ceiling and floor finishes, and ceiling heights.
17. FIRE ASSEMBLY DETAILS AND REFERENCES – Provide details/sections of each fire-resistive roof/ceiling, floor/ceiling, corridor, shaft, partition, load bearing and non-load bearing walls, assembly reference numbers, assembly reference numbers and listing agency for each assembly, fire stopping details including F and T ratings and assembly reference numbers.
18. SPECIFICATIONS – Include descriptions, product information, model numbers and material specifications.
19. HAZARDOUS MATERIAL INVENTORY SHEET – Identifies any hazardous materials that exceed maximum allowable quantities. Provide a signed Hazardous Material Declaration or a completed Hazardous Material Permit Application and Packet. Packet and forms can be found at <https://www.dmgov.org/Departments/Fire/PDF/Hazardous%20Materials%20Reporting%20Packet.pdf>
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.
22. PLUMBING PLANS – Identify locations of all fixtures, location, size and type of all supply, waste, vent and drainage systems. Provide a schematic design of the system.
23. ACCESSIBILITY – Identifies site access points, parking stall dimensions, stall signage, exterior accessible route location and grade elevations, interior accessible route locations, details showing restroom fixture and accessory locations and elevations, stair and ramp details, elevator/generator info, seating layouts and signage descriptions.
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 or mechanical plans certified by an Iowa licensed mechanical engineer.