New Home Construction Guide

Permit and Development Center General Number  515-283-4200

CHECK PERMIT STATUS ONLINE:  https://permitsearch.dmgov.org/

Residential Project Directory

Before Construction

Residential Review:

<table>
<thead>
<tr>
<th>Building</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td></td>
<td>John Herzog</td>
<td>515-283-4773</td>
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<tr>
<td></td>
<td>Kurt Melville</td>
<td>515-283-4784</td>
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<td></td>
<td>Ryan Johnson</td>
<td>515-237-1617</td>
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<td>Zoning</td>
<td>Bryan Davis</td>
<td>515-283-4225</td>
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<td></td>
<td>Jesse Torres</td>
<td>515-283-4514</td>
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<td></td>
<td>Hollie Burgess</td>
<td>515-283-4759</td>
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<td></td>
<td>Ian Donovan</td>
<td>515-283-4009</td>
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<tr>
<td>Engineering</td>
<td>Dave Colbert</td>
<td>515-283-4536</td>
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<td></td>
<td>Jordan Hutchens</td>
<td>515-283-4097</td>
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<td></td>
<td>Adam Prilipp</td>
<td>515-283-4096</td>
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<tr>
<td>Mechanical</td>
<td>Mike Minnick</td>
<td>515-237-1462</td>
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<td></td>
<td>Josh Sullivan</td>
<td>515-283-4039</td>
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<td></td>
<td>Ryan Robinson</td>
<td>515-283-4967</td>
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| Residential Tax Abatement: | Johnny Alcivar | 515-283-4746 |

| Sidewalk & Drive Approach Permits: | Dave Colbert | 515-283-4536 |

During Construction

Scheduling Inspections-Schedule inspections by calling inspectors during the following hours:
7:00-8:30 a.m. 3:00-3:30 p.m.

To find Inspector’s numbers:
- See building permit card
- Find inspector using project address at the following link:
  https://showmemyhouse.dsm.city/
- Call general number  515-283-4200

After Construction

Residential Certificates of Occupancy:
John Herzog  515-283-4773
New Home Construction- City Processes, Key Points, & Contacts

1. Submit Application-Applicant:
Submit completed application and submittal documents.

- See submittal checklists for minimum submittal requirements.
  [Residential Plan Review Requirements]

2. Install Erosion Controls-Applicant:
Install erosion controls and notify Jordan Hutchens (515)-283-4097. Erosion controls are required to be installed and inspected before permit can be issued.

- See erosion control handout for details and contact Dave Colbert with questions.

3. Review Plans-Review Staff:
Building, Engineering, and Zoning reviews are conducted within 5 business days of submittal. You will be contacted by review staff when reviews are complete and given list of correction items or notified permit is approved.

- See directory for residential review staff contact information.

4. Correct Plans-Applicant:
Submit corrections if necessary. Review staff will contact you within 3 business days following resubmittal.

5. Pull Permit-Applicant: Pull permit when approved.

6. Footing Inspection -Footing/Foundation Contractor:
Schedule footing inspection with Building Inspector when footing contractor is ready and after soil test has been complete. Contractor shall have a copy of the soil test on site for the footing inspection. Forms and rebar must be in place for inspection.

- Building inspector contact information will be listed on permit card, territory maps, and website: [https://showmemyhouse.dsm.city/](https://showmemyhouse.dsm.city/)

- Schedule inspections between 7:00-8:30 a.m. and 3:00 - 3:30 p.m. or leave a message and the inspector will return your call the following day. Allow 24 hours notice for inspection scheduling.

7. Foundation Inspection-Footing/Foundation Contractor:
Foundation inspection will be necessary prior to pouring foundation walls, for walls greater than 8’ high. If walls were engineered, design documents must be on site. Forms and rebar must be in place for inspection. Contractor shall follow the same inspection scheduling process as described in item 6a.
8. **Backfill Inspection-Footing/Foundation Contractor:**
   All foundations shall be inspected for tar, tile, and gravel prior to backfilling. The contractor shall schedule inspections accordingly.

9. **Plumbing Permits, Sewer, & Plumbing Groundwork-Plumbing Contractor:**
   Plumbing permits must be pulled by licensed plumbing contractors prior to installing plumbing systems. Contractor is responsible for scheduling sewer and groundwork inspections prior to covering.

10. **See plumbing inspector territory map** for contact information or website: https://showmemyhouse.dsm.city/

11. **Mechanical & Electrical Permits-Mechanical & Electrical Contractors:** Mechanical and Electrical permits shall be pulled by licensed contractors prior to starting this work.
   - A separate permit is required for temporary power poles. The electrical contractor is responsible for scheduling temporary power pole inspections.
   - See mechanical and electrical territory maps for contact information or website: https://showmemyhouse.dsm.city/

12. **Rough-in Inspections-MEP Contractors:**
   Mechanical, electrical, and plumbing contractors are responsible for scheduling rough-in inspections after the house is framed and their systems installed. The permit applicant is responsible for having the building permit card on site at this time. Permit card must be kept on site and be posted in a conspicuous location. Mechanical, electrical, and plumbing inspectors will sign off on the permit card when this work is approved.

13. **Framing Inspection-Applicant:**
   Permit applicant is responsible for scheduling a framing inspection with the building inspector after plumbing, electrical, and mechanical rough-in inspections have been approved.

14. **Sidewalk/Drive Approach Permit & Inspections-Contractor:**
   Concrete contractor is responsible for pulling a sidewalk/drive approach permit for the driveway approach and sidewalk located in the public right of way. The contractor shall schedule an inspection with the right of way inspector prior to pouring the drive approach and sidewalk.
   - See right of way inspector territory map for contact information or website: https://showmemyhouse.dsm.city/
15. Final Inspections-MEP Contractors & Applicant:
   Mechanical, electrical, and plumbing contractors are responsible for scheduling final inspections for their systems. The permit applicant is responsible for scheduling the final building inspection. The building permit card shall be posted in a conspicuous location on site for final inspections. Inspectors will sign off on the permit card when final inspections have been approved.

16. Final Zoning Inspection-Building Inspector:
   When the final building inspection is scheduled, the building inspector will notify the zoning inspector that the building is ready for a final zoning inspection. The zoning inspector will check the site for required landscaping, trees, and groundcover. The zoning inspector will notify the permit applicant if additional site work is necessary.

17. Certificate of Occupancy-Zoning Inspector:
   The zoning inspector will issue the Certificate of Occupancy when all final inspections are approved (Building, Mechanical, Electrical, Plumbing, & Zoning). In winter months, temporary certificates of occupancy will be issued to allow completion of site work in the spring. For questions regarding certificates of occupancy, contact the zoning inspector.

   • See zoning inspector territory map for contact information or website: https://showmemyhouse.dsm.city/