Requirements to Develop Commercial Property

When considering development or redevelopment of a property and/or building considered the following:

- A pre-application meeting may be useful to obtain information regarding multiple City issues, such as building, zoning, planning, traffic, water and fire. Call 283-4200 for information as to whether a pre-application meeting is required or would be the most efficient use of your time.

- Please note that there are differences between Zoning Ordinances and Building Code uses. A change in use from one perspective does not imply an acceptable change in use from another.

Site Plan Requirements:

- If the intended use of the property meets zoning district requirements, a new site plan may be required to show site compliance. The site plan will be reviewed by staff. The site will need to be submitted and approved to document how the owner intends to satisfy the site-specific parking and landscaping requirements. The property will need to be constructed and developed to meet the site plan requirements.

  - An accurate, scaled site plan is required from a design professional familiar with the City of Des Moines' Zoning Ordinance and Site Plan Ordinance standards. The site plan should address parking, maneuvering and landscaping standards.

Building Code Requirements:

- Detailed plans drawn to scale will need to be submitted showing the existing and purposed construction to be reviewed so permits can be issued. Two sets of plans need to be submitted to the Permit and Development Department, 602 Robert D. Ray Drive.

  - Building, electrical, plumbing and mechanical permits may also be required for building construction and alterations.

Certificate of Occupancy Requirements:

- A Certificate of Occupancy (CO) documents that a particular business use is legal. All proposed improvements must be completed and the CO must be issued prior to any occupancy of the property.