This policy is promulgated by the Des Moines Fire Department Fire Prevention Bureau (FPB). It addresses the scope, process, and requirements for the FPB walk-in plan review service. The goal of the service is to address the need for an expedited review of smaller projects with quicker construction timelines that may not fit into the standard FPB review timeline.

Walk-in Plan Review services will be available from 0800-1100 Wednesday mornings beginning June 19, 2019 at the DMFD AMT 2715 Dean Avenue, Des Moines, IA 50317. The walk-in calendar will be updated quarterly with dates that the service will not be available. All submittals must be complete and presented or requested in-person to be reviewed. The submittals will be reviewed on a first-come first-served basis with a limit of one submittal in the queue at a time per person. Submittals must be presented by 1100 to be reviewed that day. The person submitting the plans is expected to be present for the duration of the review.

Due to the expedited nature of the service only the following submittals will be eligible for walk-in review services:

- Less than 21 head sprinklers
- Sprinkler submittals that do not require hydraulic calculations by FPB policy
- Fire Alarm submittals with less than 10 notification devices
- Kitchen Hood submittals

Walk-in reviews will be limited to first-time submissions only. No re-submittals or projects where work has already begun will be reviewed. The walk-in review will cease once any error that would normally require a resubmittal is discovered. Walk-in reviews will not generate a review letter with a comprehensive list of the deficiencies.

Fees for walk-in reviews will be calculated using the same fee schedule as standard submittals. Any submittal that is not accepted during a walk-in review will be subject to the standard re-submittal fee. Payment for permits from walk-in submittals will be required upon the completion of the review.

Any comments or questions regarding the above information may be submitted to:

Office of the Fire Marshal
City of Des Moines Fire Department
Fire Prevention Bureau
2715 Dean Avenue
Des Moines, Iowa 50317
Office: (515) 283-4240
Fax: (515) 283-4907
Email: firedept@dmgov.org