

## WHY ARE MY HOUSE PLANS REVIEWED?

The Permit and Development Center reviews residential plans in order to confirm that the project will substantially meet code requirements before it is built. This will reduce costs to you by minimizing the amount of work that may require correction in the field.

## HOW DO I OBTAIN A BUILDING PERMIT?

**1 .** Prepare clear, scaled plans that show how your proposed project will conform to the codes adopted by the City of Des Moines. Please refer to the checklist enclosed with this brochure for the necessary information. Where complex, unusual, or non-conventional design is used, certification by an Iowa licensed engineer or architect may be required.

**2 .** Submit an application worksheet and two sets of the plans for plan review. Allow time for plan review. Depending on staff workload and plan adequacy, a new home will require three to seven business days. Most simple room additions will take less than an hour.

**3 .** Pay the permit fee and obtain your permit documents. Permit fees are based on actual or calculated value of materials and labor, and will be determined following plan review.

## WHAT CODES DO I USE?

(See our website [www.dmgov.org](http://www.dmgov.org) for current editions of the following codes):

- International Residential Code
- National Electrical Code
- Uniform Plumbing Code
- Des Moines Municipal Code
- Int. Energy Conservation Code
- Manufactured Housing Code of Iowa

## WHAT ELSE SHOULD I KNOW?

- The property owner or the contractor may obtain the Building Permit. We suggest that someone who is knowledgeable of the details of the project..
- A Building Permit authorizes the work described in your plans. Plan changes made after the permit has been issued must be approved before it is built, and may require additional review time.
- A Building Permit does not authorize electrical, heating, cooling or plumbing work. Separate permits for these trades are necessary, and in most instances, licensed contractors are required. The owner-occupant may take a test and obtain a homeowners permit for limited electrical, plumbing and mechanical work.
- Before you start construction, locate your utilities on site by contacting Iowa One Call. Toll Free 1-800-292-8989.
- You are to notify your inspector and schedule inspections at specific phases of the project. Call 515-283-4200 to schedule.
- A Grading Permit is required for all new single family dwellings. Call 515-283-4200 for more information.



City of Des Moines  
Permit and Development Center  
Community Development Department  
602 Robert D. Ray Drive  
Des Moines, IA 50309

November 2008

## CITY OF DES MOINES

## PERMIT AND DEVELOPMENT CENTER

### *Residential Plan Review Requirements*



Community Development  
Department  
Permit and Development Center  
602 Robert D. Ray Drive  
Des Moines, Iowa 50309  
515-283-4200

## PERMIT CHECKLIST

---

**This information is applicable to residential additions and new one and two unit residential buildings.** This checklist indicates the information necessary before a building permit review will be conducted. Additional information may be required.

### General information needed on application worksheet:

- Provide name, address and contact information for the owner, applicant, designer and contractor.
- Provide the project address, legal description and county assessor's parcel number. This information may be found on the web:  
Polk County data:  
[www.assess.co.polk.ia.us/](http://www.assess.co.polk.ia.us/)  
Warren County data:  
<http://warrencounty-ia.org/pmc/default.asp>
- Provide area summary information for the total finished and unfinished area for each floor level; total area for garage, deck and porch.

### Site Plan information must show:

- Existing and proposed building dimensions.
- Building setback dimensions from property lines and right of way.
- Sewer location, rim and invert elevations (Sanitary and Storm). Contact Engineering Graphics at 283-4117 for City information.

- Location and dimensions of detached accessory buildings.
- Property line and street right of way locations, lot dimensions.
- Utility service locations (gas, electric, water).
- Lot corner elevations.
- Elevation of basement and main floor levels (per City datum).
- All easement locations and dimensions.
- Location and dimensions of entry door, exterior landings and egress window wells.
- Driveway approach location, width and dimensions at front lot line.
- Driveway and off-street parking location, sidewalk, exterior stair, ramp location, material, and dimensions.
- Location, dimensions and materials of roof overhang, attached decks, porches, trellis and similar structures.

### Architectural information must include:

- Manufacturers' data for manufactured/modular structures including State of Iowa approval #.
- Complete floor plans, dimensions and use of all rooms, spaces and levels. Include walls, doors, windows, fixtures and cabinets.

- Location of furnace, water heaters, fireplaces, lights, fans, smoke detectors, utility meters and other equipment.
- Exterior elevations indicating exterior finishes, roof slope, building height and overhang dimensions.
- Stair, handrail and guardrail details.
- Wall details for all wall types. Include bearing, non-bearing, interior, exterior and firewalls.
- Energy Review Form and insulation details showing compliance with the Iowa Energy Code. Free software is available at: [www.energycodes.gov](http://www.energycodes.gov)

### Structural information must include:

- Footing and foundation plan indicating the size, spacing, thickness and materials of all footing and foundation components.
- Anchoring details for manufactured and modular construction.
- Floor framing plan indicating the size, spacing, species and location of all floor-framing members.
- Location, size and materials of all structural support members, including beams, headers, columns and load bearing walls.
- Roof framing plan indicating the size spacing, species and location of all roof-framing members.