

## FPB POLICY 2013-2: Fees for Construction Permits

Created: November 14, 2013 Effective Date: January 1, 2014

From the Office of the Fire Prevention Bureau – Phone (515) 283-4240



This policy is promulgated in accordance with Section 104.1 of the 2012 International Fire Code (IFC) and is an official interpretation of Chapter 46-1 (d) of the City of Des Moines Fire Prevention and Protection Code.

### **The following shall apply to any submittals for construction permits (fire extinguishing systems, fire alarm and detection systems, fire pumps, storage tanks, compressed gas systems, etc.):**

Chapter 46-1 (d) of the City of Des Moines Fire Prevention and Protection Code reads as follows: "A permit shall be required for construction, installation or modification of the following types of fire protection systems and equipment, and the fee for issuance of such permit shall be the amount established in the schedule of fees adopted by the city council by resolution." This section goes on to list the types of systems that require permits. Previously, the Des Moines Fire Department required the fee for the permit to be paid in advance of the plan review and permit issuance. Beginning January 1, 2014 the Des Moines Fire Department will no longer accept payment in advance. Therefore, it is the opinion of the Fire Marshal that all permits shall be paid for when the approved plans and permit are received by the responsible contractor. The following is the Des Moines Fire Prevention Bureau's policy on how plan submittal, review, and approval shall occur:

1. Three copies of all pertinent plan information, manufacturer's data sheets, calculations, and plans shall be submitted along with a completed permit application to: Des Moines Fire Department, Attn: Plan Review/Fire Protection Engineer, 2715 Dean Avenue, Des Moines, IA 50317.
2. When the submitted documents have been reviewed and approved as showing adequate compliance with the applicable codes and standards, the submitting contractor will be notified that the plans are available for pick up.
3. Payment for the permit is DUE upon pick up of the plans and the permit.
4. The contractor will be required to pick up the approved plans and pay for the permit prior to work on the system commences.
  - a. In lieu of physically picking up the plans, a contractor is able to submit a self addressed stamped envelope (preferably USPS) and the appropriate fees, after receiving notice that the plans have been approved.

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](mailto:firedept@dmgov.org)