

INSTRUCTIONS FOR COMPLETING THE PERMIT APPLICATION

Created: March 1, 2009 Revised: January 30, 2014
From the Office of the Fire Prevention Bureau – Phone (515) 283-4240



1. Please fill in the address and name of the project in question.
2. Has the installation started? Indicate yes or no.
Please remember:
 - Double fee for starting work prematurely.
 - Stop work orders will be issued if installation occurs before plans are approved.
3. General Occupancy Classification, please check the appropriate box.
4. Specific Occupancy Classification, please fill if applicable.
5. Please indicate the projects area in square feet.
6. Please indicate the amount of the fee you are enclosing with your submittal.
7. Detailed Scope of Work, this should explain in brief exactly what is going to happen.
Example:
Relocating (5) standard spray upright sprinklers (K=5.6) and adding (2) pendant sprinklers (K=5.6) on 3rd floor, in suite 302 in order to accommodate (3) new offices.
8. Check all that apply, please indicate what boxes apply to your project.
9. Information boxes, please ensure the correct information is entered in each box. Feel free to use check boxes if more than one classification applies.
 - The Applicant's information, NOT necessarily the designer's information.
 - The Owner's information, NOT necessarily the general contractor
For clarification purposes and so that we may contact the owner.
 - The Designer's information, NOT necessarily the applicant's information.
So that we may contact the designer directly with questions.
10. Applicant needs to sign application.

Completed applications as well as any questions or comments regarding the above information may be submitted to:

Office of the Fire Protection Engineer
City of Des Moines Fire Department
Fire Prevention Bureau
2715 Dean Avenue
Des Moines, Iowa 50317
Office: (515) 237-1316
Fax: (515) 283-4907
Email: firedept@dmgov.org