

Requirements to Alter Density On Residential Property

Property Owner Responsibilities

Requests to increase or decrease the density of a residential rental property, or to convert a rental property to an owner-occupied property, may require inspections by the Community Development Department as well as the County Assessors Office. The following checklist generally describes each process.

Increase Rental Units:

1. Verify that the zoning district allows additional units on a property. Generally, the number of units allowed is based on lot square footage and the ability to provide paved, off-street parking for the additional units. Call the Development Zoning Department at 283-4881 for zoning information.
2. A new site plan is required to be submitted and approved to document how the owner intends to satisfy the parking requirement and any building expansion that may be necessary. Approval of the Planning and Zoning Commission may be required. Call 283-4751 for information on site plan requirements.
3. Work with the NID Inspector to determine the necessary building renovations that may be required for a new rental certificate. Building, electrical, mechanical and plumbing permits may be necessary. Call 283-4200 for information on permits.
4. Obtain a new Certificate of Occupancy (CO) from the Permit and Development Center. Call 283-4200 to initiate a new CO.

Decrease Rental Units or Remove Property from Rental Certificate Process:

1. Remove all excess appliances and cap gas lines in the rental units that are being eliminated from the rental certificate records.
2. Complete any related building alterations (structural, egress, kitchen) necessary to conform to the desired number of units, as determined by the NID inspector. Building permits may be necessary.
3. Upon completion of #1 and #2, the NID inspector will inspect the property and provide documentation to the Development Zoning Division for a new or revised Certificate of Occupancy (CO).
4. Notify the Commercial Department of the County Assessors office of the desired change in number of units. An inspection may be conducted by an appraiser to verify the reduction in number of rental units. Call County Assessors office at 286-3014.
5. Once the County Assessors record for the property has been changed, obtain a new Certificate of Occupancy (CO) for the desired number of units from the Permit and Development Center. Call the Permit and Development Center at 283-4200 to initiate a new CO.
6. Provide a copy of the new CO to the NID inspector in order to change rental certificate status.

Zoning/MasterDocs.Density Change Requirements



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