


City of Des Moines - Submittal Checklist

The following items are required for the project submitted to the Permit and Development Center.

Please submit (2) copies of the information listed below. The International Building Codes require all plans and associated details to be drawn to scale and to be of sufficient clarity to indicate the full extent of the work proposed.

All work must comply with the adopted codes of the City of Des Moines.

Project Name:	Date:
Project Address:	Permit No.: BLD
<p>An All American City 1949 - 1976 - 1981 - 2003</p>  <p style="text-align: center;"> CITY OF DES MOINES COMMUNITY DEVELOPMENT </p> <p style="text-align: center;"> Permit and Development Center Armory Building 602 Robert D. Ray Drive Des Moines, IA 50309-1881 (515) 283-4200 (515) 283- 4270 FAX </p>	
REQUIRED - Please submit (2) copies ASAP Checked if SUBMITTED Not Applicable Not Acceptable, please resubmit	New Commercial/Industrial/Institutional New Multi-Family - Condos - Townhomes Addition to Ex.Commercial/Industrial/Institutional Addition to Existing Multi-Family Remodel Ex.Commercial/Industrial/Multi-Family Change of Occupancy within an Existing Building New Parking Lot Addition to existing Parking Lot Demolition Obstruction of Public Property (Right of Way) Single Family - New/Additions/Remodels/Duplex

See opposite side for descriptions														
1	All Projects - General Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X	X	X	X
2	Description of Work (Scope)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X	X	X	X
3	Code Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X				
4	Code Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X				
5	Site Plan - See Back Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X		X	X		X
6	Foundation Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X					X
7	Existing Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			X	X	X	X			1
8	New/Proposed Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X			X
9	Building Elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X		X			X
10	Roof Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	1	1			X
11	Structural Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	1	1			1
12	Certified Structural Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	1	1			1
13	Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X			X
14	Door Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X			X
15	Hardware Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X			X
16	Room Finish Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X			X
17	Fire Assembly Details and References	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X			1
18	Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X			X
19	Hazardous Material Inventory Sheet (see packet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	X	X			
20	**Electrical Plans (Separate Permit Required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	1	X			X
21	**Mechanical Plans (Separate Permit Required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	1	X			X
22	**Plumbing Plans (Separate Permit Required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	1	X			X
23	Accessibility: Routes, Entrances & Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	1	X			X
24	Fire Alarm Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	1	X			
25	Sprinkler Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1			
26	Energy Review Compliance (Signed & Sealed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	X	X	1	1			X
27	Professional Certifications Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	1	1	1	1	1			1
28	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									

1 - May be required

City of Des Moines Minimum Plan Submittal Requirements

1. ALL PROJECTS – General Information: Include the project name, address, and legal description. All drawings shall be drawn to scale and include drawing numbers, titles and pages along with revision dates. Include name and contact information for the applicant, owner, contractors and designer of the project.
2. DESCRIPTION OF WORK – Summary of the proposed work. May include description of construction, scope and extent of work.
3. CODE ANALYSIS - A code analysis may also be required depending on the extent of the project to describe the details of the project. An example may be found on our website at <http://www.dmgov.org/departments/CD/P%20D%20C/index.htm>
4. CODE PLAN – A graphical representation of the code analysis. <http://www.dmgov.org/departments/CD/P%20D%20C/DSMCodePlanSchemeA.pdf>
5. SITE PLAN – Dimensions of the building on the property, from each property line & other structures. A Site Sketch is required for the Building Review process. A separate site plan is required for the Site Plan Review process. Contact Ryan Moffatt at 515-283-4975 for more information.
6. FOUNDATIONS PLANS – Dimensional location of all footings and foundations. Dimensions of each footing type and foundation type. Description of materials used. Reinforcing size, type and spacing. Soil bearing requirements. Elevations if applicable.
7. EXISTING FLOOR PLAN (if applicable) – Show existing wall configuration and identify use of all existing rooms.
8. NEW FLOOR PLANS – Identify the building dimensions. Location of project within the building. Dimensions and use of each space and/or room. Dimensional location of all partitions, exits, door openings, window openings, corridor locations, stair locations, ramp locations and fire wall locations. Identify the exit path/route from the building interior to the exit. Provide details of the sanitation facilities including toilets, grab bars, lavatories and clear floor spaces. Provide a seating and furniture/fixture layout. Guardrail and handrail locations, heights and details.
9. BUILDING ELEVATIONS – Floor to floor dimensions. Roof height dimensions. Exterior finish materials. Exterior wall opening type and locations. Flashing, gutters and weather proofing. Parapet and projection locations. Identify awnings and canopies.
10. ROOF PLAN – Roof slope. Roof drain locations. Roof covering type, material and fire classification. Provide manufacturer's listings for the material being used. Roof ventilation information. Roof opening (access) size and location. Identify parapets and penthouse dimensions/locations. Locations of all mechanical equipment and enclosures including guard rails.
11. STRUCTURAL PLANS – Dimensions/layout of each level. Size, spacing, type and location of all floor framing members, roof framing members, load bearing walls, beams, columns. Floor/roof opening dimensions. Framing/connection details. Projection attachment details. Special inspection requirements.
12. CERTIFIED STRUCTURAL CALCULATIONS – Provide (2) sets of certified (signed and sealed) structural calculations showing the project complies with 90 mph wind speeds, 30 lb. ground snow loading requirements and all codes currently adopted by the City of Des Moines.
13. DETAILS: Provide sections of: each exterior and interior wall type, each stair showing riser heights, tread depths, headroom, materials and handrails details, each ramp showing slope, materials, handrails, etc. Structural details and assembly requirements not illustrated on other drawings.
14. DOOR SCHEDULES – Include door sizes, frame information. Indicate if the door is rated and for how long a time period.
15. HARDWARE SCHEDULES – Include lock and latch type for each door. Identify type of handle, ex. Lever action. Identify any pair of doors and how they will be locked for a single operation.
16. ROOM FINISH SCHEDULES – Include: wall, ceiling and floor finishes and ceiling heights.
17. FIRE ASSEMBLY DETAILS AND REFERENCES – Details/Sections of each fire-resistive roof/ceiling, floor/ceiling, corridor, shaft, partition, exterior load bearing and non-load bearing walls, flashing and interior load-bearing walls. Test assembly reference numbers and listing agency for each assembly. Fire stopping details, references and F and T ratings being provided.
18. SPECIFICATIONS – Descriptions, product information, model numbers and material specifications.
19. HAZARDOUS MATERIAL INVENTORY SHEET – Provide either a signed Hazardous Material Declaration or a completed Hazardous Material Permit Application and Packet. Packet and forms can be found at <http://www.dmgov.org/forms/index.htm>
20. ELECTRICAL PLANS – Locations of all lights, switches, panel boxes, receptacles, exit lights, emergency illumination. List all panel board ratings. Transformer locations and ratings.
21. MECHANICAL PLANS – Input rating of all equipment. Location, size and type of all supply, return, exhaust and product conveying systems. Volume of fresh and circulated air in each space. Provide a calculation showing what will be provided for each use within the building. Capacity of the exhaust systems.
22. PLUMBING PLANS – Locations of all fixtures. Schematic of the system. Location, size and type of all supply, waste, vent systems and drainage systems.
23. ACCESSIBILITY – Identify the site access, parking stall dimensions, stall identification, aisles, accessible route and grade elevations, interior accessible route, details showing restroom fixtures and accessories, Stair and ramp details, elevator/generator info, seating layouts and signage descriptions.
24. FIRE ALARM PLANS – (Delayed Submittal) – Type and location of panels, detection device, and notification device. Supervising agency name and location. Annunciation and communications system details and operating descriptions.
25. SPRINKLER PLANS – (Delayed Submittal) – Piping size and type, sprinkler head locations, head type, temperature rating and coverage area limits. Flow calculations and specifications.
26. ENERGY REVIEW – Signed calculations indicating compliance with the applicable State of Iowa Energy Codes.
27. PROFESSIONAL CERTIFICATIONS – The project requires a design professional licensed in the State of Iowa to design and oversee the project.