



## You Have Questions....

## We Have Answers....

- How do I obtain a map of my property?
- How can I estimate my property taxes?
- How do I protest my assessment?
- How can I obtain current assessment and tax information?

### City Assessor

515 Clark Avenue, Room 256  
Ames, Iowa 50010  
Phone: 515.239.5370  
[www.CityofAmes.org/Assessor](http://www.CityofAmes.org/Assessor)

- Does the City of Ames issue business licenses?
- I would like to install an awning/canopy or a sign that extends past my property line into the public right-of-way. What type of permit will I need to obtain?
- I will need a Liquor License for my business. What application, process and time-line will be required?
- I want to run a business out of my home. What do I need to do?

### City Clerk

515 Clark Avenue, Room 238  
Ames, Iowa 50010  
Phone: 515.239.5105  
[www.CityOfAmes.org/CityClerk](http://www.CityOfAmes.org/CityClerk)

- What is the zoning designation of my property?
- Is my proposed business allowed at this location?
- Is there enough parking for my proposed use?
- Is the property located in the floodplain?
- What applications are required (e.g. Site Plan)?
- What information is needed to schedule a pre-application Kick-off Meeting?

### Planning

515 Clark Avenue, Room 214  
Ames, Iowa 50010  
Phone: 515.239.5400  
[www.CityofAmes.org/Planning](http://www.CityofAmes.org/Planning)

- What City Codes are currently used for plan review?
- What information do I need to submit for a building permit?
- What permits are required? What permit fees will I incur?
- What is the permitting process and how long does it take?
- Do I need an architect or an engineer?
- What type of signage is allowed?
- Do I need an automatic fire sprinkler system?
- Is a grease interceptor required for my business? (food service uses)
- For food service, what other requirements do I need to be aware of?
- What portions of the building need to be brought up to Code for my proposed use?
- If there is an existing fire sprinkler system that serves the building, does it have backflow protection?

### Building Inspections

515 Clark Avenue, Room 205  
Ames, Iowa 50010  
Phone: 515.239.5153  
[www.CtyofAmes.org/inspections](http://www.CtyofAmes.org/inspections)

- Where are the public utilities located (water, sanitary and storm sewers)?
- When is a traffic signal/traffic study required?
- What improvements will I need to make to my street frontage prior to opening a business at this location?
- What stormwater concerns need to be addressed on this site?
- Will there be impacts to the Ames Municipal Airport?
- Are there any other regulatory agencies that will need to provide input (IA DOT, IA DNR, Army Corps of Engineers, etc.)?
- I am doing construction on my property and having materials delivered. Who do I need to contact about the potential impact on adjacent properties and traffic through the area?
- How do I need to manage special accommodations for employee access/parking onsite or off site during construction?
- What do I need to do if public access around my property will be impacted during construction?
- How do I get permission to do work in the right of way?
- I am concerned about people using the parking meters in front of my property during construction. Who do I contact?
- I would like to utilize the metered spaces in front of my property for construction. How do I reserve them to be used only for my project?

### Public Works/Stormwater

515 Clark Avenue, Room 212  
Ames, Iowa 50010  
Phone: 515.239.5160  
[www.CityofAmes.org/PublicWorks](http://www.CityofAmes.org/PublicWorks)



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**Ames**<sup>™</sup>

# BUSINESS DEVELOPMENT TOOLKIT

## BUSINESS ASSISTANCE STARTS HERE

City of Ames  
515 Clark Avenue  
Ames, IA 50010  
Phone: 515.239.5101  
[www.CityofAmes.org](http://www.CityofAmes.org)

Ames Economic Development  
Commission (AEDC)  
304 Main Street  
Ames, IA 50010  
Phone: 515.232.2310  
[www.AmesEDC.com](http://www.AmesEDC.com)

ISU Pappajohn Center  
Small Business Development  
Center (SBDC)  
2625 N. Loop Drive  
Building 2, Suite 2610  
Ames, IA 50010  
Phone: 515.296.7828  
[www.ISUPJCenter.org](http://www.ISUPJCenter.org)  
[www.lowaSBDC.org/regional-centers/ames.aspx](http://www.lowaSBDC.org/regional-centers/ames.aspx)



### AMES ECONOMIC DEVELOPMENT COMMISSION

[www.AmesEDC.com](http://www.AmesEDC.com)

The Ames Economic Development Commission (AEDC) stands ready to provide you with timely assistance in learning more about Ames and Story County as first-class locations for doing business. Whether it is site location assistance, packaging financial incentives, or demonstrating an available workforce, you can rely on the AEDC for all of this and more as you contemplate investment in new or expanding operations.

### ISU PAPPAJOHAN CENTER & SMALL BUSINESS DEVELOPMENT CENTER

[www.ISUPJCenter.org](http://www.ISUPJCenter.org) and [www.lowaSBDC.org/regional-centers/ames.aspx](http://www.lowaSBDC.org/regional-centers/ames.aspx)

The ISU Pappajohn Center and the ISU Small Business Development Center (SBDC) work together within the ISU Research Park to provide a broad set of resources to entrepreneurs of all types. The Pappajohn Center focuses on the technology companies formed at the University. The Center provides direct service including market research and business plan development, and it connects prospective companies to a network of private sector expertise and resources. The SBDC provides business assistance to anyone interested in starting, expanding, rescuing, buying or selling a traditional business, such as retail, restaurant, service, consulting or manufacturing.



### BUSINESS DEVELOPMENT COORDINATOR

Business Development Coordinator Tiffany Coleman is available to assist businesses with questions and accessing the multiple resources available.

#### Business Development Coordinator:

Tiffany Coleman, CEcD  
[tcoleman@city.ames.ia.us](mailto:tcoleman@city.ames.ia.us)  
515.239.5101