



## Commercial Guidelines New Buildings and Additions Permit Submittal Requirements

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2015 International Existing Building Code  
2015 International Building Code  
2015 International Mechanical Code  
2015 Uniform Plumbing Code  
2015 International Fuel Gas Code  
2015 International Fire Code  
2017 National Electric Code  
State of Iowa Energy Conservation Code

### **THE FOLLOWING INFORMATION IS NEEDED FOR THE PERMIT REVIEW PROCESS:**

**THREE SETS** of detailed and dimensioned **civil, architectural, mechanical, electrical, plumbing and structural** plans including floor plans, elevations, room uses and locations, suppression and alarm system(s), site plans, etc.

**ONE SET** of spec book(s), structural calculations and soil reports.

**CODE ANALYSIS** to include: codes and design criteria used, type of construction, size and height limitations, occupancy groups and loads, exiting requirements and calculations, travel distance, fire protection, suppression and alarm systems, listed assemblies, location on lot, etc.

**DESIGN PROFESSIONAL RESPONSIBLE/IN CHARGE** as applicable shall be documented, including the extent of their responsibilities through the construction phase until project completion.

**DOCUMENTS**, as required pursuant to Sections 542B and 544A of the Code of Iowa, shall bear the stamp and signature of all design professionals who shall be licensed in the State of Iowa as determined by the State Code of Iowa or if exempt, the proper form shall be completed and provided. Individual plan sheets may be stamped and signed or cover sheet may be stamped and signed with all pages under design professionals' purviews noted. At least one set shall be wet seal.

**SPECIAL INSPECTIONS** shall be as required per the 2015 International Building Code Chapter 17 and shall be duly noted on the plans (3<sup>rd</sup> party inspection required).

**ENERGY REVIEW** documentation showing compliance with the 2012 International Energy Conservation Code and State of Iowa energy requirements. 661 IAC Chapter 303.

**FIRE ALARM AND SUPPRESSION PLANS** shall be submitted to the Fire Inspector for review and approval, 515-239-5156.

**HAZARDOUS MATERIALS** commodities (MSDS), quantities and storage systems shall be submitted to the Fire Inspector for review and approval, 515-239-5156.

**ACCESSIBILITY** for the physically disabled shall be documented as part of the code analysis (in accordance with 2015 IBC & ANSI A117.1 2009). The owner, contractor, and developer are also responsible for compliance with

the **Americans with Disabilities Act (ADA) and the Fair Housing Act** (ICC/ANSI A117.1). For more information, contact the Iowa Office of Persons with Disabilities at 515-242-5655 or <https://humanrights.iowa.gov/cas/pd>.

**CONTRACTOR REGISTRATION** All contractors must be registered with the State of Iowa Division of Labor: 515-242-5871 or [www.iowadivisionoflabor.gov/contractor-registration](http://www.iowadivisionoflabor.gov/contractor-registration)

**ELECTRICAL** Electrical work and installations may be done only by contractors licensed by the State of Iowa. For licensing information, contact the Department of Public Safety at 515-725-6145 or [www.dps.state.ia.us/fm/electrician/index.shtml](http://www.dps.state.ia.us/fm/electrician/index.shtml). Permits are required and are available from the City of Ames.

**PLUMBING & MECHANICAL** Plumbing and Mechanical work and installations may be done only by contractors licensed by the State of Iowa. For licensing information, contact the Department of Public Health at 866-280-1521 or [www.idph.iowa.gov/PMSB/](http://www.idph.iowa.gov/PMSB/). Permits are required and are available from the City of Ames.

**ELEVATORS** Elevator contractors contact the State of Iowa Division of Labor for approval at 515-725-5612 or [www.iowadivisionoflabor.gov/elevators-and-escalators](http://www.iowadivisionoflabor.gov/elevators-and-escalators).

**FOOD ESTABLISHMENTS** Contact the Iowa Department of Inspections & Appeals, Food & Consumer Safety Bureau, 515-281-7102 or <https://dia.iowa.gov/>.

**ALARMS & FIRE SUPPRESSION SYSTEMS** Contractors and installers working on fire alarm and suppression systems, burglar or security alarm systems, and medical alarm systems will be required to maintain current state certification and/or licensure. Contact the Department of Public Safety for certification of alarm system contractors and alarm system installers at 515-725-6145 or [www.dps.state.ia.us/fm/](http://www.dps.state.ia.us/fm/).

**GREASE INTERCEPTORS** Any establishment that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption is considered a Food Service Establishment (FSE) and shall install a grease interceptor sized in accordance with the 2015 Uniform Plumbing Code.