



Commercial Remodel- No Work Requiring

Building Permit Affidavit

This document shall be completed by the legal representatives of a commercial tenant to confirm for City records that a building permit is not required for any remodeling being done to open for business.

I, _____, am the tenant and/or operator of the
(Print name)

commercial space located at _____
(Address & Suite #)

The Business Name will be _____

Contact Email _____ Phone _____

Describe the proposed use of this space _____

Previous Tenant & how space was used _____

Approx. Sq. Footage of Space _____

I acknowledge that:

- No changes will be made to the doors, stairs, handrails, or exiting in this tenant space.
- No walls will be constructed or moved, and no equipment will be installed or removed.
- The only work or changes taking place will be floor coverings, shelving, painting, wallpaper, or similar cosmetic-type work.
- I understand that all Mechanical, Electrical, and Plumbing changes or improvements will be performed by contractors licensed with the City of West Des Moines and they are responsible for and will obtain their own permits.

Signature: (owner/operator): X _____ **Date:** _____

If it is determined by Building Inspection that the use of the space falls into a different use group than the previous occupancy, you will be advised how to proceed.

STEP 1: Complete and email this signed form to: bi@wdm.iowa.gov

STEP 2: Before you open for business contact the Fire Department at [515-222-3420](tel:515-222-3420) to inspect the existing life safety features like exit signs, emergency lights, and fire extinguishers.

Fire Dept. Approval by: _____ **Date:** _____

STEP 3: After Fire Inspector signs the form, resend to: bi@wdm.iowa.gov

This document will be kept in the Building Division's permanent address file for future reference. It will provide explanation and documentation regarding the current tenant at this address and why it may not be the same business that City permit records indicate as the approved occupant.

The City of
West Des Moines
Development Services Dept.
4200 Mills Civic Parkway
Suite D1
P.O. Box 65320
West Des Moines, IA 50265

Building Division
515-222-3630

Planning Division
515-222-3620

FAX 515-273-0602
TDD/TTY 515-222-3334

www.wdm.iowa.gov/permits
bi@wdm.iowa.gov

WDM Fire Marshal
515-222-3420
fire@wdm.iowa.gov