



2024 West Metro Permit Application for Contracting, Installing/Maintaining Alarm, Suppression Systems and Extinguishers, Plan Designers and Monitoring Companies in the cities of Clive, Urbandale, Waukee & West Des Moines

Business Name: _____ Doing Business As: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Contact Email: _____

Business EIN #: _____

READ THIS SECTION TO DETERMINE PAYMENT AMOUNT: The first selected permit is \$100. Each additional permit selected is \$25. (Example: A company with two permits, such as Alarm System Contractor & Alarm System Installer, would pay \$125.)

Table with 3 columns: Permit Type, First Permit Fee, Subsequent Permit Fee. Row 1: Alarm System Contractor Permit, \$100.00, \$25.00. Includes a list of sub-permits with checkboxes.

Provide Name and copy of State Fire Alarm License of your RME _____

Table with 3 columns: Permit Type, First Permit Fee, Subsequent Permit Fee. Row 2: Alarm System Installer and/or Technician Permit, \$100.00, \$25.00. Includes a list of sub-permits with checkboxes.

Table with 3 columns: Permit Type, First Permit Fee, Subsequent Permit Fee. Row 3: Alarm System Electrical Contractor Permit, \$100.00, \$25.00. Includes a list of sub-permits with checkboxes.

Table with 3 columns: Permit Type, First Permit Fee, Subsequent Permit Fee. Row 4: Design Services Permit, \$100.00, \$25.00. Includes a list of sub-permits with checkboxes.



5) Fire Suppression System Contractor Permit..... \$100.00.....\$25.00

REQUIRED: (Must provide a copy of State of Iowa Suppression Contractor and RME License for each box checked)

- Automatic Sprinkler System Layout (1)
Installation of pre-engineered water-based fire suppression systems (1a)
Testing and Inspection of water-based fire suppression systems (1b)
Special Hazards Suppression Systems (2)
Installation of pre-engineered dry chemical or wet agent fire suppression systems (2a)

Provide Name and copy of State Fire Alarm License of your RME _____

6) Fire Suppression System Installer and/or Technician Permit \$100.00.....\$25.00

REQUIRED: (Must provide a copy of State of Iowa Suppression Installer License for each Employee)

- Automatic Sprinkler System Layout (1)
Installation of pre-engineered water-based fire suppression systems (1a)
Testing and Inspection of water-based fire suppression systems (1b)
Special Hazards Suppression Systems (2)
Installation of pre-engineered dry chemical or wet agent fire suppression systems (2a)
Pre-Engineered Kitchen Fire Extinguisher System (3a, 3b)
Pre-Engineered Industrial Fire Extinguisher System (3c, 3d)
Pre-Engineered Water-Based Fire Protection Systems in 1-2 Family Dwellings (4)
Installer Trainee (5)
Apprentice Installer - Must provide proof of Enrollment in a Registered Apprenticeship Training Program approved by the US Department of Labor. Must be under the direct supervision of State of Iowa Certified RME or State of Iowa Certified Installer.

7) Fire Extinguisher Services Permit \$100.00..... \$25.00.....

REQUIRED: (Must provide a copy of NFPA Certificate of Competency or DSM Appliance Training Card for Extinguisher Service for each Employee)

8) Monitoring Services Permit \$25.00.....\$25.00

REQUIRED: (Must submit UL or FM Certificate of Compliance with the application)

Total Due: _____

PERMITS WILL NOT BE ISSUED UNTIL ALL DOCUMENTATION AND CORRECT PAYMENT AMOUNT IS RECEIVED.

Mail completed application with payment to:

West Des Moines Fire Department
Fire Prevention Division
P.O. Box 65320
318 5th Street
West Des Moines, IA 50265

REQUIRED: West Metro tags are required when inspecting fire suppression systems, fire extinguishers, and fire alarm systems in the West Metro cities listed. Tags can be purchased from the West Des Moines Fire Prevention Division.

Question? Call (515) 273-0643 or email fire@wdm.iowa.gov.





REQUIRED: List below **ALL** employees who will be installing Fire Alarm, Security Alarm, Suppression Systems, and/or servicing Fire Extinguishers in the West-Metro cities of Clive, Urbandale, Waukee, or West Des Moines (RMEs, Installers, Assistants, and Extinguisher Techs). **Include a copy of the license for each employee listed.**

Note Exception: Electrical Contractors are **not required** to submit employee names.

Attach additional pages if necessary.

<u>Employee Name</u>	<u>Title/Position/Duties</u>	<u>Certifications</u> (Attach proof of Certification)

I hereby apply for a permit as a Designer, Contractor, Installer, Maintenance Worker and/or Monitor for Alarm Systems and/or Fire Suppression Systems, Extinguishers in the Cities of Clive, Urbandale, Waukee and West Des Moines, Iowa and I certify that all statements made by me on this application are to the best of my knowledge true and correct. I am familiar with the rules and regulations set forth in West Des Moines City Code Chapter 4, *Health and Safety*, Section 3 *Alarm Systems* (available at www.wdm.iowa.gov). Violation of rules and regulations pertaining to West Des Moines Operational Permits shall result in a fine of \$500.00 for the first violation. A second violation within one (1) year of permit issuance shall result in a fine of \$750.00. A third violation within one (1) year of permit issuance shall result in a fine of \$1,000.00 and revocation of the permit for the remainder of the permit issuance period. I agree to abide by said rules. I understand that this document must be filed in the West Des Moines Fire Prevention Department Office before a permit will be issued and that a permit must be issued before work can be performed in West Des Moines, Clive, Urbandale, and Waukee city limits. I understand that filing of an application does not guarantee issuance of a permit and that violating said rules and regulations may result in the denial, suspension, or revocation of the permit. I have enclosed all proof of certification documents required.

Name of Employee Completing Form: _____
 Title: _____
 Email: _____ Phone: _____

Signature (Required) _____ **Date:** _____