



**WEST DES MOINES FIRE DEPARTMENT  
FIRE ALARM and SPRINKLER PLAN REVIEW APPLICATION**

**INSTRUCTIONS:** Please type or print clearly. To avoid delays in the plan review process, complete the form and include the fee amount with the application (**see back for fees**). Plans are reviewed in the order they are received.

**A completed Plan Review Application is required for ALL submittals.**

Project (Occupant/Tenant) Name: \_\_\_\_\_

Project Address: \_\_\_\_\_ Suite/Unit #: \_\_\_\_\_

**(NOTE: Complete and accurate information required for occupancy name, address and Suite number or plans will not be reviewed.)**

Name of company submitting plans: \_\_\_\_\_

Submitting company contact: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Designer Name: \_\_\_\_\_ NICET #: \_\_\_\_\_

Designer Contact: Phone: \_\_\_\_\_ email: \_\_\_\_\_

**(\*ALL submitted plans and letter of intent must be signed by a qualified designer.)**

Electrical Contractor/Sub-Contractor has current West Metro Permit to work in West Metro cities:  Yes  No

Estimated Project Start Date: \_\_\_\_\_

Estimated Project Completion: \_\_\_\_\_

Submittal Type (only 1 submittal type per application):

- Automatic Sprinkler     Fire Alarm     Kitchen Hood System
- Fire Pump             Alternate Fire Suppression System

Type of Plan Review (Select 1):

- For full plan review of fire alarm and/or sprinkler systems, the West Des Moines Fire Prevention Division requires two (2) complete sets of plans, signed by a qualified designer\* (NICET III or equivalent, a copy on file with our office) and two (2) sets of data spec/cut sheets for products being used.
- For plan submittals for less than 21 sprinkler heads, see plan submittal requirements for less than 21 sprinkler heads.



**West Des Moines Fire Department Plan Review Fee Schedule**

Standard Plan Review Fee is \$112.00: \$\_\_\_\_\_

**OR**

RUSH Plan Review Fee is \$200.00: \$\_\_\_\_\_

(\*Rush review required if final inspection is less than 7 business days)

Total Fee Enclosed: \$\_\_\_\_\_

**\*\*Per WDM Section 114.1 of Supplement to International Fire Code 2021 – Life Safety Plans: If required life safety plans are not received at the WDM Fire Dept. prior to 7 days before final certificate of occupancy inspection is scheduled, a plan review fee of \$200.00 must be paid by the submitting company prior to the inspection taking place.**

Please include payment with plan review submittal. If you have questions about the form or how to calculate the fees, please call the West Des Moines Fire Department Prevention Division at (515) 273-0643 or email fire@wdm.iowa.gov.