



Demolition Permit Checklist & Application

Email application to: bi@wdm.iowa.gov

(Effective 7-1-24 through 6-30-25)

ADDRESS: _____

Do I need a Demo permit?

- If you are removing a building, structure, in-ground tank or well, you need a demolition permit.
- If you are doing inside demolition of an existing property for remodeling purposes, you are not required to apply for a demolition permit.

Application Checklist:

Property Type: Commercial Multi-Family Single Family\Townhome Ag Other

Project:

- | | |
|--|---|
| <input type="checkbox"/> Building | <input type="checkbox"/> Underground Storage Tank |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Well |
| <input type="checkbox"/> Septic System | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Structure _____ | |

Required Submittal Items:

- 1) This **Permit Checklist** form completed and signed.
- 2) A completed **Building Permit** form (see next page attached).
- 3) **Additional documentation** if requested by the City such as: a Site Plan (showing all structures on the site, staging areas for equipment and dumpsters, lot lines, fencing locations, etc.), structural documentation, de-construction methods, hazardous waste handling methods and/or other requested items.
- 4) **PERMIT FEE \$45**

Typical Inspections for Demolitions:

1. **Barrier\Fence** – if required.
2. **Water and Sewer disconnections** by a licensed plumber (separate permits are REQUIRED).
3. **Final** - after site has been cleaned off, regraded & ground cover has been re-established\seeded.

- All Contractors should register with the State of Iowa Division of Labor at 800-562-4692.
- Iowa State Law requires that you notify **Iowa One Call** before digging:
Call 1-800-292-8989 or 811 or go to www.iowaonecall.com
- Confirming property lines, buried utilities, easements, etc. are strictly the responsibility of the contractor and/or owner.
- It is recommended to verify zoning and allowed land uses prior to removing existing structures.
- It is advised that the adjacent neighbor(s) be consulted prior to beginning work.

**I agree to the above listed provisions and this project will be constructed to meet all other applicable codes and ordinances.*

X _____
Applicant Name and Description (contractor or owner)



Building Permit Application

4200 Mills Civic Parkway Suite 1D West Des Moines, Iowa 50265 Phone: 515-222-3630

Email Applications to: bi@wdm.iowa.gov Effective 7/1/2024-6/30/25

Incomplete applications or plan submittal packets will delay plan review and permit approval.

Project Address: _____ **Suite\Unit #** _____ **WDM, IA 5026** _____

Plat Name (City can help find this information): _____ Lot #: _____ Zoning: _____

Description of Project: _____

Is this project for an existing Single Family\Townhome property? Yes: ___ No: ___ If yes, is it owner occupied? Yes: ___ No: ___

Project Schedule and/or Approximate Completion Date: _____

Total Valuation of the Work for this Project (Do not include land costs): \$ _____

Commercial & Multifamily project square footage: _____ Shell Building Sq. ft. (if applicable): _____

Single Family and Town Home project square footage for 1st and 2nd floor: _____ Garage: _____

Basement Finished area: _____ Unfinished Basement area: _____ Deck: _____

Enclosed Deck or Porch (with windows and walls): _____ Roof Covered Deck or Porch: _____

Demolition Projects: Building Structure Only? Yes: ___ No: ___ Grading land? Yes: ___ No: ___ Clearing trees? Yes: ___ No: ___

Property Owner: _____

Street Address _____ City/State/Zip _____

Email: _____ Phone # (_____) _____

Contractor (if different than the property owner): _____

Street Address _____ City/State/Zip _____

Email: _____ Phone # (_____) _____

Architect/Engineer (if applicable): _____

Street Address _____ City/State/Zip _____

Email: _____ Phone # (_____) _____

Applicant Print Name _____ Phone # (_____) _____

Applicant's Email _____

Applicants, owners, and contractors submitting this application agree to comply with City Ordinances regulating building construction, accessibility and energy, including applicable State and Federal Laws.

* Separate Electrical, Mechanical, & Plumbing permits are required (The Contractor shall be licensed by the State of Iowa).

* Permits will expire if the work is not started within 6 months, or if the applicant does not schedule an inspection for 6 months.

* Permits may also expire if the project schedule or completion date is not met (Extensions may be granted by the Building Official).

* It is the applicant, owner, & contractor's responsibility to comply with restrictive covenants, easements, and to locate property lines.

Office Use Only: Received by: _____ Date: _____ Reviewed by: _____ Date: _____

City calculated valuation: \$ _____ Permit Fee: \$ _____

Fee Receipt No: _____ Date: _____ Permit #: _____