



**CITY OF ALTOONA  
 BUILDING DEPARTMENT  
 COMMERCIAL CONSTRUCTION PERMIT  
 SUBMITTAL INFORMATION**

2018 International Building Code  
 2018 International Residential Building Code  
 2017 National Electrical Code  
 2018 International Plumbing Code  
 2018 International Mechanical Code  
 2018 International Fire Code  
 2012 Energy Conservation Code  
 ANSI A117.1-09

**TABLE R301.2(1) CLIMATE AND GEOGRAPHICAL CRITERIA**

Ground Snow Load	Wind Design		Seismic Design Category	Subject to Damage From			Winter		Flood Hazards	Air Freezing Index	Mean Annual Temp
	Speed MPH	Topograph effects		Weathering	Frost line Depth	Termite	Design Temp	Ice Barrier Req'd	NFIP Acceptance Zone C		
30 PSF	90	NO	A	Severe	42"	Mod/ Heavy	-5F	Yes	10-Nov-82 – No local amendments.	1833	48.6

900 VENBURY DR, STE A, ALTOONA, IOWA 50009  
 515-957-5128

<http://www.altoona-iowa.com>

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## I. Permit Submittal Checklist

### The following information is required for the permit review process

- A. **Two hard-copy sets and one digital set** of detailed and dimensioned civil, architectural, mechanical, electrical, plumbing and structural plans for review. The following shall be included:
- i. **Code Analysis.** A descriptive analysis of the proposed facility which includes allowable area, number of stories/height, type of construction, means of egress, occupant loads, accessibility, amount of required plumbing fixtures, location/type of fire resistance rated assemblies, and calculations indicating ventilation whether natural or mechanical. If alternations or remodeling scope of work and work areas shall be identified.
  - ii. **Floor Plans** - Dimensions of total building and each space and room in which work is being performed, use of each room and adjacent rooms identified, locations of all doors, windows, partitions, means of egress components, plumbing and mechanical fixture locations, exit lighting and emergency lighting locations.
  - iii. **Building Elevations.** Plan elevations showing building stories and floor to floor/roof height, projections, exterior wall finishes, parapets, and weatherproofing.
  - iv. **Roof Plans.** Locations of any installed mechanical equipment, dimensions of roof, rooftop access, slope of roof, drain locations, roof membrane assemblies and roof fire classification.
  - v. **Accessibility.** Details of all handicap accessible items such as plumbing fixtures, ramps, accessible routes interior and exterior, drinking fountains, service counters, cashier/check out lanes, seating, etc; based on the provisions of chapter 11 of the IBC and ANSI A117.1-09
  - vi. **Interior Finishes.** Types of material finishes to be installed, floor, ceiling, walls, etc. Fire classifications shall be identified for type of materials being used. Toilet/bathing facilities shall have interior floor, wall and ceiling finishes indicated.
  - vii. **Door/Glazing/Hardware Schedule.** Size of all doors, and type of operating hardware including type of locking mechanisms to be used, thresholds shall be identified, fire resistance rating to any applicable. Size and location of all openings containing glazing with identification of safety glazing where applicable.
  - viii. **Mechanical, Electrical, and Plumbing.** Scaled plans shall be provided with information containing equipment types (electrical panels, furnaces, boilers, transformers, refrigeration, etc), locations, size of gas lines, duct work sizes, electrical circuit sizes, plumbing waste and vent and water line sizes, grease traps and interceptors, grease hoods, and medical gas equipment, etc.
  - ix. **Structural Plans.** Plans detailing size of beams, columns, footings, foundations, reinforcing steel, floor framing, roof framing, framing and connection details, shear wall locations, wind bracing locations, fastener schedule and soil bearing requirements.
  - x. **Hazardous Materials.** Any areas of the facility that store or utilize these types of materials as defined by code shall be indicated along with quantities, storage systems and MSDS sheets.
- B. **One set** of Structural Calculations and soil reports. Calculations shall indicate the applicable loads to be applied with the load path details, the analytical method used to determine building structural design.
- C. **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. ***This is not required on preliminary submittal, but is required for final sets.***

- D. **Site Plan.** All building locations shall be identified along with setbacks to all property lines, zoning setbacks, utility types and locations (mains and services), parking stalls including handicap parking and signage and striping details, exterior ramp and stair locations with details, sidewalks and approaches, topography information, storm water detention areas, distances between multiple buildings, site lighting, fire hydrant locations, trash enclosures and key box locations.
- E. **Energy Review.** Documentation showing compliance with the 2012 International Energy Conservation Code and State of Iowa Energy requirements per 661 IAC Chapter 303. Note: 3<sup>rd</sup> party verification by energy professionals of installations and/or testing is required. (Other versions may be mandated in future without prior notification)

**NOTE: Deferred Submittals** – It is understood that in most cases the **fire sprinkler** system and the **fire alarm** system will be deferred submittals. Fire alarm/Fire sprinkler systems shall be submitted for review and approval prior to installation.

**Plan Review Timeline** – The allotted time for staff to review plans and submit responses to you is twenty (20) working days. Depending on the project, more or less time may be required.

**Building Permit Fee Schedule** is available at:

<http://www.altoona-iowa.com/download/City%20Departments/Building/Fees/Fee-Schedule.pdf>

**PLAN REVIEW COMMENTS ARE TO BE ADDRESSED AND CHANGES MADE TO PLANS. TWO HARD COPY SETS OF REVISED/FINAL PLANS AND ONE DIGITAL COPY ARE REQUIRED TO BE PROVIDED TO THIS OFFICE PRIOR TO PERMIT ISSUANCE.**

(One department-stamped set will be retained by the Building Department and one set will be returned to applicant at time of permit issuance to be kept on-site).

**THE REVISED/FINAL PLAN**

Documents shall bear the wet seal/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. All pursuant to Sections 542B and 544A of the Code of Iowa.

## II. Water Meter Request Form

### WATER METER REQUEST FORM

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Address: (If different): \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

#### Type of Facility

- Apartment/Condo       Restaurant       Hotel       Retail Building  
 Industrial Building       Warehouse       Commercial       Other \_\_\_\_\_

\* Size of service: \_\_\_\_\_ Number of bathrooms/restrooms: \_\_\_\_\_

Normal overall gpm rate for facility: \_\_\_\_\_ Design flow demand in gpm: \_\_\_\_\_

\* **Size of meter being requested:** \_\_\_\_\_

\*NOTE: The size of the service does not dictate the size of the actual water meter. Owner is responsible for all meter maintenance costs.

### Water Meter Pricing

Last revised  
2/20/18

Brand	Size & Type	Length	GPM	Customer Meter Cost	MXU	Water System Development Fee	Total Cost
Omni	3/4" SR		2 to 30	\$130	\$120	\$900	\$1,150
Omni	1" SR		3 to 50	\$230	\$120	\$900	\$1,250
Master	1-1/2"	10" (250 mm)	4 to 200	\$1,450	\$120	\$2,160	\$3,730
Master	2"	10" (250 mm)	4 to 200	\$1,450	\$120	\$2,880	\$4,450
Master	3"	12" (305 mm)	5 to 350	\$2,100	\$120	\$5,790	\$8,010
Master	4"	14" (356 mm)	15 to 700	\$3,600	\$120	\$9,000	\$12,720
Master	6"	18" (457 mm)	20 to 1,150	\$6,100	\$120	Contact Utilities	Contact Utilities

Note: Pricing of Master meters includes meter communication module. All Master meters are stainless steel.

CITY USE ONLY		
TYPE & SIZE OF METER APPROVED _____	APPROVED BY: _____	DATE: _____

### **III. Storm Water Requirements**

- A. SWPPP/COSESCO.** A Stormwater Pollution Prevention Plan (SWPPP) and COSESCO Permit Application must be submitted for review and approval to Karen Oppelt, Storm Water Supervisor. For questions regarding the submittal and review process please contact Karen at 515-967-3180, Ext. 233 or at [koppelt@altoona-iowa.com](mailto:koppelt@altoona-iowa.com).

### **IV. Building Permit Application**

- A. Permit Application.** The following application form (page 6) is required to be submitted along with the plans and documentation. The Design Professional Responsible/In Charge shall be noted on the permit application.
- B. Note:** It is not required to know the contractor/contractor information at time of initial submittal. Contractor/contractor information is required before permit issuance.



## V. Special Inspection Agreement Form

The first 3 pages of this 4-page form must be completed and submitted. All parties must sign and the engineer of record must indicate those items required to be special inspected.

### SPECIAL-INSPECTION AND TESTING AGREEMENT

To permit applicants of projects requiring special inspection and/or testing per Chapter 17 of the International Building Code (IBC) and the International Energy Conservation Code (IECC):

Project Address: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The owner, or the Engineer or Architect of record, acting as the owner's agent, shall complete two (2) copies of this agreement and the attached Special-inspection and Testing Schedule, including the required acknowledgments. A pre-construction conference with the parties involved may be required to review the special-inspection requirements and procedures.

**APPROVAL OF SPECIAL INSPECTORS:** Special inspectors may have no financial interest in projects for which they provide special inspection. Special inspectors shall be approved by the building department prior to performing any duties. The special inspection agency shall submit credentials and shall maintain records of all employees performing special inspections. Individual special inspectors shall submit their qualifications to the Building Official for pre-qualification, and are subject to personal interviews if so required by the Building Official.

Special inspection and testing shall meet the minimum requirements of the *International Building Code* Chapter 17 and/or the International Energy Conservation Code. The following conditions are also applicable:

#### A. Duties and Responsibilities of the Special Inspector

1. **Signify presence at job site.** Special inspectors should notify contractor personnel of their presence and responsibilities at the job site. If required by the building official, they shall sign in on the appropriate form posted with the building permit.
2. **Observe assigned work.** The special inspector shall observe assigned work for conformance with the building department approved (stamped) design drawings and specifications and applicable workmanship provisions of the *International Building Code*. Architect/engineer-reviewed shop drawings may be used only as an aid to inspection. All criteria contained in Com Check reports or similar energy compliance software reports shall be utilized for compliance inspections.

For continuous special-inspection, the special inspector shall be on site at all times observing the work requiring special-inspection. Periodic inspections, if any, must have prior approval based on a separate written plan reviewed and approved by the building department and the engineer or architect of record.

3. **Report nonconforming items.** The special inspector shall bring nonconforming items to the immediate attention of the contractor and note all such items in the daily report. If any item is not resolved in a timely manner or is about to be incorporated in the work, the special inspector shall immediately notify the building department by telephone or in person, notify the engineer or architect, and post a discrepancy notice.
3. **Provide timely reports.** The special inspector should complete written inspection reports for each inspection visit and provide the reports on a timely basis determined by the building official. The special inspector or inspection agency shall furnish these reports directly to the building official, engineer or architect of record, and others as designated. [IBC Sec. 1704.1.2] These reports should be organized on a daily format and may be submitted weekly at the option of the building official. Daily and weekly report forms are included in Appendix A of the General Program Guidelines. These reports should include:
  - a. Description of daily inspections and tests made with applicable locations,
  - b. Listing of all nonconforming items,
  - c. Report on how nonconforming items were resolved or unresolved as applicable,
  - d. Itemized changes authorized by the architect, engineer, and building official if not included in nonconforming items.
4. **Submit final report.** The special inspector or inspection agency shall submit a final signed report to the building official stating that all items requiring special inspection and testing were fulfilled and reported and, to the best of his/her knowledge, in conformance with the approved design drawings, specifications, approved change orders, and applicable workmanship provisions of the *International Building Code*. Items not in conformance, unresolved items, or any discrepancies in inspection coverage (i.e., missed inspections, periodic inspections when continuous inspections were required, etc.) shall be specifically itemized in this report.

**B. Owner Responsibilities.** The project owner, the engineer or architect of record, or an agent of the owner is responsible for employing special-inspection services. The special inspector/agency shall *not* be in the employ of the contractor, subcontractor or material supplier. [IBC Sec. 1704.1] In the case of an owner/contractor, the special inspector/agency shall be employed as specified by the building official.

**C. Engineer or Architect of Record Responsibilities**

1. **Prepare special inspection program.** The Engineer or Architect of record shall list the items for which special inspection is required and shall indicate any items for which the IBC, IECC, or the Building Official approves periodic inspection and the frequency of such inspection.
2. **Respond to field discrepancies.** The Engineer or Architect of record shall respond to uncorrected field discrepancies in design, material, or workmanship observed by the special inspector.
3. **Review shop drawings and submit design changes.** The Engineer or Architect of record shall acknowledge and approve shop drawings that may detail structural information, shall submit to the building official and to the special-inspection agency written approval of any verbally approved deviations from the approved plans, and shall submit revised plans for Building Official approval as required.

**D. Contractor Responsibilities**

1. Notify the special inspector. The contractor is responsible for notifying the special inspector or agency regarding individual inspections for items listed on the attached schedule and as noted on the building department approved plans. Adequate notice shall be provided so the special inspector has time to become familiar with the project.
2. Provide access to approved plans. The contractor is responsible for providing the special inspector access to approved plans.
3. Retain special inspection records. Upon request, the contractor is also responsible for retaining at the job site all special inspection records completed by the special inspector.

**E. Building Department Responsibilities**

1. **Approve special inspection program.** The building department shall approve all special inspectors and special-inspection requirements.
2. **Enforce special inspection.** Work requiring special inspection and the performance of special inspectors shall be monitored by the building inspector. His/her approval, in addition to that of the special inspector, must be obtained prior to placement of concrete, covering of structural steel, or other similar activities
3. **Review inspection reports.** The building official should review special-inspection progress and final reports.
4. **Perform final inspection.** The building official should perform the final inspection and approval for a project [IBC Sec. 109.3.10] after the final special-inspection report has been reviewed and approved.

I have read and agree to comply with the terms and conditions of this agreement. **(All Entities Need Signed Prior To Submittal)**

\_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner/Project Engineer/Architect:

\_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Structural Engineer

\_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor:

\_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Special Inspector or Inspection Agency:

\_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Energy Special Inspector or Inspection Agency:

\_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Additional Special Inspectors or Inspection Agencies:

ACCEPTED FOR THE BUILDING DEPARTMENT

By: \_\_\_\_\_ Date: \_\_\_\_\_

# SPECIAL-INSPECTION AND TESTING SCHEDULE

**1. Concrete**

- Continuous placement inspection
- Exceptions \_\_\_\_\_
- \_\_\_\_\_ Cylinders per \_\_\_\_\_ CY
- Test: \_\_\_\_\_ @ 7 \_\_\_\_\_ @ 28 \_\_\_\_\_ Hold

**2. Bolts installed in concrete**

- All bolts
- Location: \_\_\_\_\_

**3. Special moment-resisting concrete frame**

- As Indicated
- Location: \_\_\_\_\_

**4. Reinforcing steel and prestressing tendons**

- Placement inspection
- Stressing and grouting of tendons

**5. Structural Welding**

- Periodic Visual Inspection:
- Single pass fillet welds < 5/16"
  - Steel deck
  - Welded studs
  - Cold formed studs and joists
  - Stair and railing systems
  - Reinforcing steel
- Continuous Visual Inspection
- All other welding
  - Reinforcing steel
  - Other \_\_\_\_\_
- Special moment-resisting frames:
- UT all CJP groove welds
  - UT all CJP groove welds > 5/16"
  - UT all PP groove welds in column splices
  - UT all PP groove welds in column splices > 3/4"
  - UT column flanges at beam flange welds
  - NDT rate reduction per IBC applies
  - Other \_\_\_\_\_

**6. High-strength bolting**

- Snug Tight:  All  
 As Indicated
- Full Pretension  All  
 As Indicated

**7. Structural Masonry  $f'm =$  \_\_\_\_\_, Stresses \_\_\_\_\_**

- Verification of  $f'm$ :  Prism tests  
 Prism test record  
 Unit strength
- Continuous inspection
  - Periodic inspection (specify frequency):

**8. Structural masonry (continued)**

Test:	Before	During
Prisms	<input type="checkbox"/>	<input type="checkbox"/>
Units	<input type="checkbox"/>	<input type="checkbox"/>
Grout	<input type="checkbox"/>	<input type="checkbox"/>
Mortar	<input type="checkbox"/>	<input type="checkbox"/>

**9. Reinforced gypsum concrete**

- Continuous inspection of mixing and placement
- Periodic inspection (specify frequency)
- Strength testing \_\_\_\_\_

**10. Insulating concrete fill**

- Periodic inspection (specify frequency)
- Strength testing \_\_\_\_\_

**11. Spray-applied fire-resistive materials**

- Periodic inspection (specify frequency)
- Testing per IBC 1704.11.5 and ASTM E736

**12. Piling, drilled pier and caisson**

	Continuous	Periodic
Pile Driving	<input type="checkbox"/>	<input type="checkbox"/>
Drilling	<input type="checkbox"/>	<input type="checkbox"/>
Testing	<input type="checkbox"/>	<input type="checkbox"/>

**13. Shotcrete**

- Continuous placement inspection
- Preconstruction panel
- In-place cores

**14. Special grading, excavation, and filling**

- Periodic Inspection (specify frequency)
- Subgrade tests
- Compaction tests
- Verify bearing strata

**15. Smoke control systems**

- Periodic inspection during ductwork erection (specify frequency)
- During system testing

**16. Special cases**

- Shear wall/diaphragm nailing
- Anchorage to existing concrete/masonry
  - Installation inspection
  - Proof load testing
- Shoring
- Underpinning

**Special Energy Inspection Criteria:**

**1. Foundation**

- Insulation - Placement and R-Factor

**2. Thermal Envelope**

- Air Leakage
- Insulation – Placement and R-Factor
- Blower Door Testing

**3. Building Mechanical Systems**

- Equipment Verification
- Duct and Plenum Insulation and Blaster Testing
- Ventilation and Economizer

**4. Electrical Power and Lighting Systems**

- Lighting Controls and Occupancy Sensors
- Fixtures and Lighting Efficacy

**Completion of ComCheck Inspection Reports Shall Be Submitted Prior to the Issuance of CO**

**NOTES:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





# FIRE PERMIT APPLICATION AND PERMIT

1. All portions of this form shall be completed by the applicant.
2. A fire permit shall expire if work is not commenced within 180 days, if work is abandoned for 120 days, or 1 year from date of issuance.
3. Permits are non-transferable. All work shall be performed by permittee or its employee.
4. It is the responsibility of the permittee to call for all inspections – Phone 515-957-5128. 24-hour notice is required.
5. No work shall be concealed or covered until approved by the inspector. Work that does not have an inspection report indicating approval shall be considered unapproved. **ALL WORK MUST BE INSPECTED.**
6. The permittee is assumed to be knowledgeable of the NFPA Codes – Any questions should be resolved prior to installation.

**THE FOLLOWING INFORMATION MUST BE PROVIDED:**

Job address: \_\_\_\_\_ Project Name: \_\_\_\_\_

Owner: \_\_\_\_\_ Owner's address: \_\_\_\_\_

Type of Project:  Commercial  Single family  Two family  Townhome  Multi-family  Industrial  Other \_\_\_\_\_

This structure is  New OR  Existing and is used as \_\_\_\_\_

The undersigned hereby makes application for a permit to perform work, as described hereon, at the above address.

Printed Name of Applicant \_\_\_\_\_ Contractor Company Name \_\_\_\_\_ Contractor Workforce Registration # \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ Contractor Phone # \_\_\_\_\_ Email \_\_\_\_\_

FEES FOR CONSTRUCTION PERMITS	NO	FEE	TOTAL
Automatic fire extinguishing NFPA 13D systems (per unit)		\$100.00	\$
Kitchen hood suppression system (per hood)		\$75.00	\$
Alterations to existing fire extinguishing systems (< 10 heads)		\$50.00	\$
Alterations to existing fire extinguishing systems (11 – 21 heads)		\$100.00	
Alterations to existing fire extinguishing systems (> 21 heads) Use sq. ft. chart below		NA	
Fire pumps and/or related equipment		\$100.00	\$
Flammable and combustible liquid tanks		Valuation	\$
Industrial ovens		\$75.00	\$
LP gas system		\$35.00	\$
Spraying and/or dipping equipment		\$75.00	\$
Standpipe system (Separate from a sprinkler system)		\$50.00	\$
Temporary membrane structures and tents		\$50.00	\$
		<b>SUBTOTAL</b>	\$
		(as described in ordinance)	\$
		<b>PENALTY</b>	\$
		<b>TOTAL FEE</b>	\$

PERMIT & PLAN REVIEW FEES FOR AUTOMATIC SPRINKLER & ALARM SYSTEMS	NO	FEE	TOTAL
<b>BASED ON TOTAL SQUARE FEET OF FLOOR SPACE</b>	<input type="checkbox"/> Alarm	<input type="checkbox"/> Sprinkler	
0 - 12,000 SQ FT			\$300.00
12,001 - 25,000 SQ FT			\$400.00
25,001 - 50,000 SQ FT			\$500.00
50,001 - 100,000 SQ FT			\$750.00
For each additional 100,000 SQ FT or any portion thereof add:			\$500.00
		<b>SUBTOTAL</b>	\$
		(as described in ordinance)	\$
		<b>PENALTY</b>	\$
		<b>TOTAL FEE</b>	\$

Permit Fees shall be doubled on permits issued after the commencement of work for other than emergency work performed. To avoid the penalty fee, any emergency work performed shall be permitted on the next working day.

Mail or hand-deliver app to: City of Altoona Building Department, 900 Venbury Dr, Ste A, Altoona, IA 50009

**Wastewater Reclamation Authority Fat, Oil & Grease Application**

Grease Interceptors. Any establishment that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption is considered a Food Service Establishment (FSE). The grease interceptor design and capacity must be approved by the WRA. The following form is required to be submitted directly to the WRA for review and approval.



Des Moines Metropolitan Wastewater Reclamation  
 3000 Vandalia Road  
 Des Moines, IA 50317  
 (515) 323-8000  
[www.dmmwra.org](http://www.dmmwra.org)

**Grease Interceptor Sizing Proposal**

Date: \_\_\_\_\_  
 Facility Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Contact Name and Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact Address (if different): \_\_\_\_\_  
 Plumbing Contractor: \_\_\_\_\_

**Type of Food Service Establishment (FSE)**

Full Service Restaurant       Assisted Living / Nursing Facility       Other: \_\_\_\_\_  
 Single Service Restaurant       Grocery  
 School / Daycare       Church

**Grease Interceptor Sizing – Must not be less than the Ordinance minimum of 1000 gallons.**

1. Peak meals per hour
  - a. Seating capacity of FSE \_\_\_\_\_\*
  - b. Occupancy of FSE \_\_\_\_\_\*
  - c. Seating or occupancy x meal factor of 1.3 (45 minute meal) = Peak meals per hour
- \* Church: include all area(s) used for meal service  
 \* Assisted Living / nursing facility: equal to maximum number of residents (per State license)
2. Waste flow rate, gallons of flow
  - a. Commercial, equipped kitchen with dishwasher & one garbage disposal\*      7
  - b. Commercial, equipped kitchen with dishwasher, no garbage disposal      6
  - c. Commercial, equipped kitchen with no dishwasher, one garbage disposal\*      6
  - d. Commercial, equipped kitchen with no dishwasher, no garbage disposal      5
  - e. Single service kitchen\*\*      2
- \* Each additional garbage disposal, add one (1) gallon  
 \*\* Single service kitchen = no garbage disposal, no dishwasher and all service is single use
3. Retention time, hours
  - a. Commercial kitchen      2.5
  - b. Single service kitchen      1.5
4. Storage factor
  - a. Commercial Kitchen up to 8 hours of operation      1
  - b. Commercial kitchen up to 16 hours of operation      2
  - c. Commercial kitchen up to 24 hours of operation      3
  - d. Single service kitchen      1.5

Peak Meals per Hour	<b>X</b>	Waste Flow Rate	<b>X</b>	Retention Time	<b>X</b>	Storage Factor	<b>=</b>	Calculated GI Size
								Minimum 1,000 gallons

Proposed installation is as follows: \_\_\_\_\_



**The following must be submitted for an official sizing request:**

- Completed *Grease Interceptor Sizing Proposal* (completed by a professional engineer or licensed plumber)
- Kitchen plumbing blueprint
- Kitchen equipment list
- FSE site plan showing seating capacity OR square feet / occupancy
- Verification of current Grease Interceptor size by a professional engineer or licensed plumber (if applicable)

Submit above to:  
 Jason Merk, WRA FOG Program (515) 323-8063 (fax) OR [jcmerk@dmgov.org](mailto:jcmerk@dmgov.org)  
*Working Together for Clean Water*

## **VII. City Contact List**

### **Community Development**

Community Development Director: John Shaw 515-967-5136 Ext 227 [jshaw@altoona-iowa.com](mailto:jshaw@altoona-iowa.com)

City Planner/Sign Permits: Chad Quick 515-967-5136 Ext 222 [cquick@altoona-iowa.com](mailto:cquick@altoona-iowa.com)

### **Building Department**

Building Official: Mike Pardekooper 515-957-5132 [mjp@altoona-iowa.com](mailto:mjp@altoona-iowa.com)

Office Assistants: Jennifer Naylor 515-957-5129 [jnaylor@altoona-iowa.com](mailto:jnaylor@altoona-iowa.com)

Office Assistant: Sydney McCabe 515-957-5128 [smccabe@altoona-iowa.com](mailto:smccabe@altoona-iowa.com)

Plans Examiner: Chad Bridges 515-957-5127 [cbridges@altoona-iowa.com](mailto:cbridges@altoona-iowa.com)

**City Engineer:** Jon Dostart 515-967-5136 Ext 238 [jdostart@altoona-iowa.com](mailto:jdostart@altoona-iowa.com)

**Fire Chief:** Jared Ogbourne 515-967-2216 Ext 200 [jogbourne@altoona-iowa.com](mailto:jogbourne@altoona-iowa.com)

### **Utilities**

Utility Superintendent: Jim Utter 515-967-5136 Ext 223 [jutter@altoona-iowa.com](mailto:jutter@altoona-iowa.com)

Storm Water Administrator: Karen Oppelt 515-967-5136 Ext 233 [koppelt@altoona-iowa.com](mailto:koppelt@altoona-iowa.com)

Municipal Utility Billing Clerk: Kassie Wentland 515-967-5136 Ext 226 [kwentland@altoona-iowa.com](mailto:kwentland@altoona-iowa.com)

## **VIII. Other Contact Information**

**Contractor Registration** – All contractors must be registered with the Iowa Division of Labor (Iowa Workforce Development). Phone: (800) 562-4692 or (515) 242-5871

Website: [www.iowaworkforce.org/labor/contractor.htm](http://www.iowaworkforce.org/labor/contractor.htm)

**Electrical Work** – Electrical work performed must be done by a State of Iowa-Licensed Electrical Contractor. For licensing information contact the Department of Public Safety. Phone: (800) 725-6145. Website: [www.dps.state.ia.us/fm/electrician/](http://www.dps.state.ia.us/fm/electrician/). Permits are required by the City of Altoona and Inspections of Electrical work are performed by the City of Altoona.

**Plumbing/Mechanical Work** – Plumbing and/or mechanical work performed must be done by a State of Iowa-Licensed Plumbing/Mechanical Contractor. For licensing information contact the Department of Public Health. Phone: (866) 280-1521. Website: [www.idph.state.ia.us/PMSB/](http://www.idph.state.ia.us/PMSB/). Permits are required by the City of Altoona and Inspections of Plumbing/Mechanical work are performed by the City of Altoona.

**Food Establishments (Health Department)** – Contact the Iowa Department of Inspections and Appeals Food and Consumer Safety Bureau. Phone: (515) 281-7102. Website: <https://dia.iowa.gov/>

**Elevators** – Elevator contactors must contact the State Division of Labor for approval. Phone: (800) 562-4692. Website: <https://www.iowadivisionoflabor.gov/elevators-and-escalators>

**Fire Alarm & Fire Suppression Systems** – Contractors and installers working on fire alarm systems, burglar/security systems, medical alarm systems and fire suppression systems are 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. Phone: (515) 725-6145. Website: [www.dps.state.ia.us/fm/](http://www.dps.state.ia.us/fm/).

**Grease Interceptors** – Grease Interceptors must meet the design and capacity requirements of the Des Moines Wastewater Reclamation Authority (WRA). Phone: (515) 323-8123. Website: [www.dmmwra.org/asp/industrialbusiness/fogprogram.aspx](http://www.dmmwra.org/asp/industrialbusiness/fogprogram.aspx).