



**CITY OF ALTOONA
BUILDING DEPARTMENT**

**Outlets of Des Moines
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

Mailing Address: 900 Venbury Dr, Ste A, Altoona, IA 50009

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

Hours: M-F 8:00 AM – 4:30 PM CST

Phone: 515-957-5128

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I. Permit Submittal Checklist

The following information is required for the permit review process for tenant applications.

- A. **Two sets** 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, type of construction, means of egress, occupant loads, accessibility, 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. **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, fitting rooms and signage where applicable based on the provisions of chapter 11 of the IBC and ANSI A117.1-09
 - iv. **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.
 - v. **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.
 - vi. **Mechanical, Electrical, and Plumbing.** Scaled plans shall be provided with information containing equipment types (electrical panels, receptacle outlet locations, 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, ductwork and diffusers, RTU locations, light fixture schedule and locations, emergency lighting, and exit lighting.
 - vii. **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. 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.

C. Energy Review. Documentation showing compliance with the 2012 International Energy Conservation Code and State of Iowa Energy requirements per 661 IAC Chapter 303. Note: 3rd party verification by energy professionals of installations and/or testing is required. (other versions may be mandated in future without prior notification)

- Typically, we just need the interior lighting Com Check since the building shell and RTU were covered by the new construction permit.

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 at least 2 weeks prior to installation.

Plan Review Timeline – See Frequently Asked Questions.

Building Permit Fee Schedule is available at <http://www.altoona-iowa.com/departments/community-services/building/>

PLAN REVIEW COMMENTS ARE TO BE ADDRESSED AND CHANGES MADE TO PLANS. TWO SETS OF REVISED/FINAL PLANS 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).

II. Building Permit Application

A. Permit Application. Tenant Finish Application is required to be submitted along with the plans and documentation. The design professional responsible shall be noted on the permit application.

Note: It is not required to know the contractor/contractor information at time of initial submittal. Contractor/contractor information is required before permit issuance.

III. City Contact List

Community Development:

Community Development Director: John Shaw 515-967-5136 ext. 227

City Planner/Sign Permits: Chad Quick 515-967-5136 ext. 222

Building Department:

Building Official: Michael Pardekooper 515-957-5132 mjp@altoona-iowa.com

Plan Reviewer: Chad Bridges 515-957-5127 cbridges@altoona-iowa.com

Inspector: Derik Strait 515-957-5131 dstrait@altoona-iowa.com

Inspector: Justin Jordan 515-957-5130 jjordan@altoona-iowa.com

Office Assistant: Jenn Naylor 515-967-5138 ext. 152 jnaylor@altoona-iowa.com

Office Assistant: Sydney McCabe 515-967-5138 ext. 150 smccabe@altoona-iowa.com

City Engineer: Jon Dostart 515-967-5136 ext 238

Fire Chief: Jared Ogbourne 515-967-2216

Utilities:

Utility Superintendent: Jim Utter 515-967-5136 ext 223

Storm Water Administrator: Karen Oppelt 515-967-5136 ext 233

Municipal Utility Billing Clerk: Kassie Wentland 515-967-5136 ext 226

IV. Other Contact Information

Contractor Registration – All contractors must be registered with the State Labor Services Division. Phone: (800) 562-4692. Website: 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/. Permits are required by the City of Altoona and Inspections of Electrical work is 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 or Mechanical Contractor. For licensing information contact the Department of Public Health. Phone: (866) 280-1521. Website: www.idph.state.ia.us/PMSB/. Permits are required by the City of Altoona and Inspections of Plumbing/Mechanical work is 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: www.state.ia.us/government/dia/

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/.

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). All plumbing plans submitted to WRA for approval.

Jason Merk, WRA FOG Program – FAX: (515) 323-8063 or jcmerk@dmgov.org