

New Home & Home Addition Permit Submittal Checklist

The following must be submitted with building permit applications for new homes and home additions.

General:

- Plans must provide enough detail to allow someone with no knowledge about the project to build it.
- All plans must:
 - Be drawn to scale.
 - Be fully dimensioned.
 - Be legible.
 - Show compliance with the 2018 International Residential Code.
 - Show compliance with City of Des Moines Municipal Code Chapters 26 and 135.
- Hand-drawn plans prepared without a straight edge will not be accepted.

Site Plan Must Show:

- North arrow.
- Property lines.
- Dimensions and area of lot.
- Size and location of structures (show distances to property lines).
- Areas of all impervious surfaces: buildings, decks, and paving.
- Location and width of driveway at property line.
- Location and width of drive approach at curb line.
- For lots with Minimum Protection Elevations (MPEs):
 - The elevation of the lowest exposed opening.
 - The elevation of the lowest floor level.
- Location and species of all trees, including trees on the lot and in the City right-of-way fronting the lot.
- Location of storm sewer, sanitary sewer and water connections.
- Location and width of sidewalk (sidewalks along street frontage must be 5 feet wide).
- Location, width, and identification of all public easements.

Floor Plans Must Show:

- Existing and proposed layout of all floors.
- Labels of all rooms.
- Locations and sizes of doors and windows.
- Locations of smoke detectors.
- Locations of plumbing fixtures.
- Locations of mechanical equipment.

Building Elevations Must Show:

- Existing and proposed exterior elevation views of all sides of the structure.
- Location, type, and color of all new and existing exterior finish materials.
- Areas of walls on each elevation.
- Total areas of door and window openings in each elevation.

Cross Sections Must Show:

- Footing to roof section view.
- Floor, roof and eave heights.
- Roof pitches.
- Wall covering materials.
- Type and amount of insulation.
- Special Forms, Structural Engineer's Report, Soil Test, BOA approval, P & Z approval,

Structural Plans Must Show:

- Footing locations, sizes, and reinforcement.
- Foundation wall locations, sizes, and reinforcement.
- Floor framing member type, size, and layout.
- Roof framing member type, size, and layout.
- Engineer's design for non-conventional framing systems.
- Minimum soil bearing capacity.

Additional Required Items:

- Energy review or design showing how prescriptive energy compliance is achieved.
- Any applicable decisions and orders issued by the Zoning Board of Adjustment.
- Any applicable Plan and Zoning Commission actions.