



Commercial Work Not Requiring a Permit - Affidavit

This document shall be completed by legal representatives of commercial tenants, to confirm for City records that a building permit is not required for the business.

The City of
West Des Moines

www.wdm-ia.com

Community Development

4200 Mills Civic Parkway
P.O. Box 65320
West Des Moines, IA 50265

Building Division
515-222-3630

Planning Division
515-222-3620

Fire Marshal
515-222-3420

FAX 515-273-0602
TDD/TTY 515-222-3334

E-mail cityinfo@wdm-ia.com

I, _____, am the tenant and/or operator of the
(print name)
commercial space located at _____ in West
(address & suite no.)

Des Moines, Iowa. The name of my business will be _____.

My phone numbers are: _____, and (fax) _____, and
cell _____.

Describe the proposed use of this space (Be specific) _____

Previous Tenant & how space was used _____

Approx. Sq. Footage of Space _____

No changes will be made to the doors, stairs, handrails, or exiting in this tenant space. No walls will be constructed or moved, and no equipment will be installed or removed. The only work or changes taking place will be floor coverings, shelving, painting, wall-paper, or similar cosmetic-type work.

I understand that all Mechanical, Electrical, and Plumbing changes or improvements will be performed by contractors licensed with the City of West Des Moines and they are responsible for obtaining their own permits.

Contact the Fire Department (Ph. 222-3420) to inspect the existing life safety features, including, but not limited to the exit signs, emergency lights, and fire extinguishers, etc.

Note:

If it is determined by the Building Department that the use of the space falls into a different use group than the previous occupancy, you will be notified and advised how to proceed.

Signature: (owner/operator): _____ **Date:** _____

This document shall be kept in the Building Division's permanent address file for future reference. It will provide explanation and documentation regarding why the current tenant at this address, is not the same business, that City permit records indicate as the approved occupant.

Fire Department approval by: _____ Date: _____

(Please return this form to the Building Division)

Building Division review by: _____ Date: _____