



**WEST DES MOINES FIRE DEPARTMENT FIRE ALARM and SPRINKLER
PLAN REVIEW APPLICATION**

INSTRUCTIONS: Please type or print clearly. To avoid delays in the plan review process, complete the form and include the fee amount with the application (**see back for fees**). Plans are reviewed in the order they are received.

A completed Plan Review Application is required for ALL submittals.

Project (Occupant/Tenant) Name: _____

Project Address: _____ **Suite/Unit #** _____

(NOTE: Complete and accurate information required for Occupancy Name, Address and Suite Number or Plans will not be reviewed.)

Name of Company submitting plans: _____

Company/Project Contact: _____ Phone: _____

*Designer Name: _____ NICET #: _____

(*ALL submitted Plans or Letter of Intent must be signed by a qualified Designer. A copy of the Certification must be on file with the West Des Moines Fire Department.)

Electrical Contractor/Sub-Contractor has WDM Fire Department Permit to work in West Des Moines: Yes No

Estimated Project Start Date: _____

Estimated Project Completion: _____

Submittal Type (Only 1 Submittal Type per Application):

- Automatic Sprinkler Fire Alarm Kitchen Hood System
- Fire Pump Alternate Fire Suppression System

Type of Plan Review (Select 1):

- For full plan review of Fire Alarm and/or Sprinkler Systems, the West Des Moines Fire Prevention Bureau requires two (2) complete sets of plans, signed by a qualified designer* (NICET III or above, with a copy on file with our office) and two (2) sets of data spec/cut sheets for products being used.
- For plan submittals for less than 21 Sprinkler Heads, see Plan Submittal Requirements for Less than 21 Sprinkler Heads.





West Des Moines Fire Department Plan Review Fee Schedule

Standard Plan Review Fee is \$112.00: \$_____

OR

RUSH Plan Review Fee is \$200.00: \$_____

(*Rush Review required if final inspection is less than 7 business days)

Total Fee Enclosed: \$_____

****Per WDM Section 114.1 of Supplement to International Fire Code 2015 – Life safety Plans: If required life safety plans are not received at the WDM Fire Dept. prior to 7 days before final certificate of occupancy inspection is scheduled, a plan review fee of \$200.00 must be paid by the submitting company prior to the inspection taking place.**

Please include payment with plan review submittal. We accept check, money order or credit card (Visa, MasterCard, Discover).

If you have questions about the form, how to calculate the fees, or want to pay by credit card, please call the West Des Moines Fire Department Prevention Bureau at (515) 273-0643 or email fire@wdm.iowa.gov.

