**West Metro cities of Clive, Urbandale, Waukee & West Des Moines Permit Application**

for Contracting, Installing, Maintaining Alarm, Suppression Systems and Extinguishers, Plan Designers and Monitoring Companies

- New Applicant
- Renewal
- Amendment

**Application Date:** ________________

**Business Name:** __________________________

**Doing Business As:** __________________________

**Business Address:** __________________________

**City:** ______________________ **State:** ______________________ **Zip:** ______________

**Contact Phone:** ______________

**Contact Email:** __________________________

**Business EIN #:** __________________________

**Required Endorsements** (check all that apply):

READ THIS SECTION TO DETERMINE PAYMENT AMOUNT: Pay the first permit fee of $100. Each additional permit selected is $25. (Example: A company with two permits, such as Alarm System Contractor & Alarm System Installer, would pay $125.) Do not pay for each certification box checked.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>First Permit Fee</th>
<th>Subsequent Permit Fee</th>
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</thead>
<tbody>
<tr>
<td>1) Alarm System Contractor Permit</td>
<td>$100.00</td>
<td>$25.00</td>
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<tr>
<td>2) Alarm System Contractor Permit for Electrical Contractor</td>
<td>$100.00</td>
<td>$25.00</td>
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<tr>
<td>3) Alarm System Installer Permit</td>
<td>$100.00</td>
<td>$25.00</td>
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<tr>
<td>4) Design Services Permit</td>
<td>$100.00</td>
<td>$25.00</td>
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*Provide Name and copy of State Certification of your RME*

1. **Alarm System Contractor Permit**
   - Fire Alarm System Contractor
   - Nurse Call System Contractor
   - Security Alarm System Contractor
   - Alarm System Maintenance Inspection Contractor
   - Dwelling Unit Alarm System Contractor
   - Must provide a copy of State of Iowa Certification for Contractor and RME

2. **Alarm System Contractor Permit for Electrical Contractor**
   - Alarm System Contractor
   - Must provide a copy of State of Iowa Electrical Contractors License

3. **Alarm System Installer Permit**
   - Fire alarm system installer
   - Nurse call system installer
   - Security alarm system installer
   - Alarm system maintenance inspection installer
   - Dwelling unit alarm system installer
   - Alarm system component installer
   - Alarm system installer assistant
   - Must provide a copy of State of Iowa Certification for each box checked.

4. **Design Services Permit**
   - Fire Alarm Systems
   - Security Alarm Systems
   - Fire Suppression Systems
   - Automatic Fire Sprinkler Systems
   - Special Hazards Suppression Systems
   - OTHER, please specify _______________________________________

(Must provide field specific NICET III or above Certification or equivalent with the application. We will accept a field specific P.E. License.)

**COMPLETE ALL SECTIONS ON ALL THREE PAGES PRIOR TO SUBMISSION.**
5) Fire Suppression System Contractor Permit........................................ $100.00.............$25.00 ............
(Must provide a copy of State of Iowa Certification for each box checked.
☐ Automatic Sprinkler System Layout (1)
☐ Installation of pre-engineered water-based fire suppression systems (1a)
☐ Testing and Inspection of water-based fire suppression systems (1b)
☐ Special Hazards Suppression Systems (2)
☐ Installation of pre-engineered dry chemical or wet agent fire suppression systems (2a)
Provide Name and copy of State Certification of your RME

6) Fire Suppression System Installer Permit........................................ $100.00.............$25.00 ............
(Must provide a copy of State of Iowa Certification for each box checked.
☐ Automatic Sprinkler System Layout (1)
☐ Installation of pre-engineered water-based fire suppression systems (1a)
☐ Testing and Inspection of water-based fire suppression systems (1b)
☐ Special Hazards Suppression Systems (2)
☐ Installation of pre-engineered dry chemical or wet agent fire suppression systems (2a)
☐ Pre-Engineered Kitchen Fire Extinguisher System (3a, 3c)
☐ Pre-Engineered Industrial Fire Extinguisher System (3b, 3d)
☐ Pre-Engineered Water-Based Fire Protection Systems in 1-2 Family Dwellings (4)
☐ Installer Trainee (5)
☐ Apprentice Installer - Must provide proof of Enrollment in a Registered Apprenticeship Training Program approved by the US Department of Labor. Must be under the direct supervision of State of Iowa Certified RME or State of Iowa Certified Installer.

7) Fire Extinguisher Services Permit.................................................. $100.00.............$25.00.............
(Must provide a NFPA Certificate of Competency or DSM Appliance Training Card for Extinguisher Service)

8) Monitoring Services Permit.......................................................... $25.00.............$25.00 .............
(Must submit UL or FM Certificate of Compliance with the application)

Total Due:________

PERMITS WILL NOT BE ISSUED UNTIL ALL DOCUMENTATION AND CORRECT PAYMENT AMOUNT IS RECEIVED.

Mail completed application with payment to:
West Des Moines Fire Department
Fire Prevention Bureau
P.O. Box 65320
West Des Moines, IA 50265

For questions, please call (515) 273-0643 or email fire@wdm.iowa.gov.
List below ALL Employees who will be installing Fire Alarm, Security Alarm, Suppression Systems, and/or servicing Fire Extinguishers in the West-Metro cities of Clive, Urbandale, Waukee or West Des Moines (RMEs, Installers, Assistants, and Extinguisher Techs). Include a copy of the Certification for each employee listed.

**Note Exception:** Electrical Contractors are not required to submit employee names.

Attach additional pages if necessary.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title/Position/Duties</th>
<th>Certifications (Attach proof of Certification)</th>
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I hereby apply for a permit as a Designer, Contractor, Installer, Maintenance Worker and/or Monitor for Alarm Systems and/or Fire Suppression Systems in the Cities of Clive, Urbandale, Waukee and West Des Moines, Iowa and I certify that all statements made by me on this application are to the best of my knowledge true and correct. I am familiar with the rules and regulations set forth in West Des Moines City Code Chapter 4, *Health and Safety, Section 3 Alarm Systems* (available at [www.wdm.iowa.gov](http://www.wdm.iowa.gov)). Violation of rules and regulations pertaining to West Des Moines Operational Permits shall result in a fine of $500.00 for the first violation. A second violation within one (1) year of permit issuance shall result in a fine of $750.00. A third violation within one (1) year of permit issuance shall result in a fine of $1,000.00 and revocation of the permit for the remainder of the permit issuance period. I agree to abide by said rules. I understand that this document must be filed in the West Des Moines Fire Prevention Department Office before a permit will be issued and that a permit must be issued before work can be performed in West Des Moines and West Metro city limits. I understand that filing of an application does not guarantee issuance of a permit and that violating said rules and regulations may result in the denial, suspension, or revocation of the permit. I have enclosed all proof of certification documents required.

Name of Employee Completing Form: ________________________________
Title: ________________________________
Email: ________________________________ Phone: ________________________________

Signature: ________________________________ Date: ________________

West Des Moines Fire Prevention Bureau/ PO Box 65320, West Des Moines, IA 50265/ (515) 273-0643/ fire@wdm.iowa.gov Rev May 2019