



**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.**

	First Permit Fee	Subsequent Permit Fee
1) Alarm System Contractor Permit	\$100.00	\$25.00
(Must provide a copy of State of Iowa Certification for Contractor and RME)		
<input type="checkbox"/> Fire Alarm System Contractor (1)		
<input type="checkbox"/> Nurse Call System Contractor (2)		
<input type="checkbox"/> Security Alarm System Contractor (3)		
<input type="checkbox"/> Alarm System Maintenance Inspection Contractor (4)		
<input type="checkbox"/> Dwelling Unit Alarm System Contractor (5)		

Provide Name and copy of State Certification of your RME _____

2) Alarm System Contractor Permit for Electrical Contractor	\$100.00	\$25.00
(Must provide a copy of State of Iowa Electrical Contractors License)		
<input type="checkbox"/> Alarm System Contractor (1)		
Master or Journeyman Electricians can install devices & pull wires up to the Fire Alarm panel ONLY.		

3) Alarm System Installer Permit	\$100.00	\$25.00
(Must provide a copy of State of Iowa Certification for each box checked.)		
<input type="checkbox"/> Fire alarm system installer (1)		
<input type="checkbox"/> Nurse call system installer (2)		
<input type="checkbox"/> Security alarm system installer (3)		
<input type="checkbox"/> Alarm system maintenance inspection installer (4)		
<input type="checkbox"/> Dwelling unit alarm system installer (5)		
<input type="checkbox"/> Alarm system component installer (6)		
<input type="checkbox"/> Alarm system installer assistant (7)		

4) Design Services Permit	\$100.00	\$25.00
(Must provide field specific NICET III or above Certification or equivalent with the application. We will accept a field specific P.E. License.)		
<input type="checkbox"/> Fire Alarm Systems		
<input type="checkbox"/> Security Alarm Systems		
<input type="checkbox"/> Fire Suppression Systems		
<input type="checkbox"/> Automatic Fire Sprinkler Systems		
<input type="checkbox"/> Special Hazards Suppression Systems		
<input type="checkbox"/> OTHER, please specify _____		

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.

<u>Employee Name</u>	<u>Title/Position/Duties</u>	<u>Certifications</u> (Attach proof of Certification)

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). 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: _____