



Swimming Pool, Spa & Hot Tub and Required Barrier\Fence Permit Application

Email application to: bi@wdm.iowa.gov

ADDRESS: _____

Project(s): In-Ground Pool On-Ground Pool or Spa Barrier (Fence) for Pool or Spa

Fence Installation: Part of this permit app OR To be installed by someone else OR Existing

Fence Type: Wood Chain link Metal PVC\plastic Other _____

Fence Height: 4' 6' (maximum) Other: _____

Property Type: Single Family Townhome Multi-Family Commercial
(Townhome, Multi-family, & Commercial Fences require Planning/Zoning approval)

Required Items

- 1) This **Permit Checklist** form completed and signed.
- 2) A completed **Building Permit** form
- 3) A **Site Plan or Aerial Photo** showing all buildings, lot lines, new & existing fence locations, new pool location
- 4) Signed form: "**BARRIER\FENCE CRITERIA FOR A SWIMMING POOLS, SPAS & HOT TUBS**"
- 5) **PERMIT FEE (In-ground, On-ground or portable): See Fee Estimator II or website.**

Typical Inspections for In-Ground Swimming Pools:

1. **Electrical Bonding/Grounding** - before backfill (per National Electric Code)
2. **Barrier (Fence)** - after all required fences and gates are installed and property owner has completed sign-off form for barrier.
3. **Final**- After complete installation of pool, pumps, lights, barrier (fence), etc.

- Iowa State Law requires that you notify **Iowa One Call** before digging:
Call 1-800-292-8989 or 811 or go to www.iowaonecall.com
- Please refer to the separate "**Fence Design and Information Handout**" for questions about location and construction requirements.
- Confirming property lines, buried utilities, easements, restrictive covenants, or homeowner association requirements are strictly the responsibility of the owner and/or contractor.
- It is advised that the affected neighbor(s) be consulted if the fences will be joined structurally.

**I agree to the above listed provisions and this project will be constructed to meet all other applicable codes and ordinances.*

X

Applicant Name and Description (contractor or owner)



Building Permit Application

4200 Mills Civic Parkway Suite 1D West Des Moines, Iowa 50265 Phone: 515-222-3630

Email Applications to: bi@wdm.iowa.gov Effective 7/1/2025-6/30/26

Incomplete applications or plan submittal packets will delay plan review and permit approval.

Project Address: _____ **Suite\Unit #** _____ **WDM, IA 5026** _____

Plat Name (City can help find this information): _____ Lot #: _____ Zoning: _____

Description of Project: _____

Business \ Tenant Name: _____

Is this project for an existing Single Family\Townhome property? Yes: ___ No: ___ If yes, is it owner occupied? Yes: ___ No: ___

Project Schedule and/or Approximate Completion Date: _____

Total Valuation of the Work for this Project (Do not include land costs): \$ _____

Commercial & Multifamily project square footage: _____ **Shell Building Sq. ft. (if applicable):** _____

Single Family and Town Home project square footage for 1st and 2nd floor: _____ **Garage:** _____

Basement Finished area: _____ Unfinished Basement area: _____ Deck: _____

Enclosed Deck or Porch (with windows and walls): _____ Roof Covered Deck or Porch: _____

Demolition Projects: Building Structure Only? Yes: ___ No: ___ Grading land? Yes: ___ No: ___ Clearing trees? Yes: ___ No: ___

Property Owner: _____

Street Address _____ City/State/Zip _____

Email: _____ Phone # (_____) _____

Contractor (if different than the property owner): _____

Street Address _____ City/State/Zip _____

Email: _____ Phone # (_____) _____

Architect/Engineer (if applicable): _____

Street Address _____ City/State/Zip _____

Email: _____ Phone # (_____) _____

Applicant Print Name _____ Phone # (_____) _____

Applicant's Email _____

Applicants, owners, and contractors submitting this application agree to comply with City Ordinances regulating building construction, accessibility and energy, including applicable State and Federal Laws.

* Separate Electrical, Mechanical, & Plumbing permits are required (The Contractor shall be licensed by the State of Iowa).
 * Permits will expire if the work is not started within 6 months, or if the applicant does not schedule an inspection for 6 months.
 * Permits may also expire if the project schedule or completion date is not met (Extensions may be granted by the Building Official).
 * It is the applicant, owner, & contractor's responsibility to comply with restrictive covenants, easements, and to locate property lines.

Office Use Only: Received by: _____ **Date:** _____ **Reviewed by:** _____ **Date:** _____

City calculated valuation: \$ _____ **Permit Fee:** \$ _____

Fee Receipt No: _____ **Date:** _____ **Permit #:** _____



FENCE (BARRIER) CRITERIA FOR SWIMMING POOLS, SPAS, & HOT TUBS

IN-GROUND RESIDENTIAL SWIMMING POOLS AND SPAS

≈ Swimming pools and spas containing water more than 24 inches in depth shall be surrounded by a fence (barrier) not less than 48 inches in height. This requirement applies even if the swimming pool is equipped with a powered safety cover.

Exception: Spas equipped with a lockable safety cover complying with ASTM F1346.

≈ Fences (barriers) should not create a ladder effect that would enable access to the swimming pool or spa area.

≈ Gates for access to a swimming pool or spa shall be equipped to enable a locking device. The gates shall open outward away from the pool or spa, and the gates shall be self-closing and self-latching. The release mechanism for the latch shall be located on the pool or spa side of the gate.

≈ Where the wall of the dwelling unit (house or townhome) serves as a part of the fence and barrier system, one of the following three (3) options will be required.

CHECK if applicable:

- 1. Operable windows with a sill height of less than 48 inches above the floor and doors shall have an alarm that produces a warning when the window or door is opened.
- 2. A power safety cover that is listed and labeled in accordance with ASTM F1346 is utilized for the pool or spa.
- 3. All doors are self-closing and self-latching, and all windows have opening limiting devices that restrict the opening to four (4) inches.

ON-GROUND OR ABOVE-GROUND RESIDENTIAL SWIMMING POOLS, SPAS, AND HOT TUBS

≈ Swimming pools, spas, and hot tubs containing water more than 24 inches in depth shall be surrounded by a fence (barrier) at least 4 feet in height.

Exception: Spas and hot tubs equipped with a lockable safety cover complying with ASTM F1346.

≈ Fences (barriers) should not create a ladder effect that would enable access to the swimming pool or spa area.

≈ The pool may serve as the fence (barrier) if the pool side is not less than 48 inches in height, the pool manufacturer allows the wall to serve as a barrier, and the ladder or steps used to access the pool can be locked or removed.

As the property owner, I have read and understand the above criteria and I agree to maintain all safety features of the fence (barrier) in a safe and working condition.

Property Owner Signature _____

Print Name _____

Address _____ Date _____



FEE ESTIMATOR II

(Effective 7-08-25 through 6-30-26)

RESIDENTIAL VALUATION for CALCULATING BUILDING PERMIT FEES, FLAT FEES for ACCESSORY STRUCTURES, RENTAL HOUSING INSPECTION FEES, SIGNS, TEMPORARY USE, & HOME OCCUPATION

All fees due the City for permits shall be collected in the Building Division and paid thereafter to the City. No building permits shall be issued to any person or company who has fees outstanding, or outstanding violations of the Building Code or any laws or ordinances of the City of West Des Moines.

This form is for estimating fees. The final fee shall be determined and confirmed by the Building Official based on calculated or actual valuation, whichever is higher.

See Project Valuation Table on Fee Estimator I to determine actual fee if based on valuation.

**Development Services
Department**
[developmentservices@
wdm.iowa.gov](mailto:developmentservices@wdm.iowa.gov)

**Building Inspection
Division**
bi@wdm.iowa.gov

4200 Mills Civic Parkway
Suite #1D
P.O. Box 65320
West Des Moines, IA 50265

Building Division
515-222-3620

Planning Division
515-222-3620

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

IOWA ONE CALL
Call **811** Before You Dig
Or 1-800-292-8989
www.iowaonecall.com

Residential Valuations		VALUATION per square foot	
		FLAT FEE	VALUATION
	Apartments (Wood construction non-rated, VB only):	\$153.58	ICC- BVD
	Single Family House, Town Home: (new & additions):	\$169.09	ICC- BVD
	Finished Basement for new construction & additions:	\$85.00	
	Finished Basement for existing homes when the project valuation exceeds \$35,000:	\$85.00	
	Unfinished Basement (new construction & additions):	\$31.50	ICC- BVD
	Seasonal Porch (conditioned, insulated, windows, etc.):	\$85.00	

Accessory Structures & Projects	The following FLAT FEES apply to single family & town home projects regardless of project size or valuation. Do not use for multifamily (multiple garage structures).	
	FLAT FEE	VALUATION
	Basement finish or remodel for existing home- with project valuation of less than \$35,000:	\$58 \$85.00 or by applicant
	Covered Porch or Screened Porch	\$58 \$65.00
	Deck	\$46 \$45.00
	Demolition	\$46 \$.00
	Fence	\$46 by applicant
	Garage (single family detached)	\$58 \$66.20
	Solar Energy Systems (single family only)	\$55 by applicant
	Storage Shed	\$47 \$33.10
	Swimming Pool	\$58 by applicant
	On-ground Swim. Pool (no fence or deck)	\$34 by applicant

Investigation fee for work without permit: Equal to, and in addition to, the calculated or flat permit fee. Or, in cases where a permit will not be issued, the actual cost to the jurisdiction (hourly rate, benefits, administration, & overhead).

Rental Housing Inspection		
	Single Family:	\$88.00 per unit
	Multifamily:	\$88.00 for first unit -- + \$28.00 for each additional unit
	First re-inspection of corrections:	No charge
	For each additional re-inspection:	\$88.00 per trip ----- + \$44.00 for each correction list item which has not been corrected, multiplied by the number of applicable units.
	Investigation fee for failure to appear; failure to provide access; failure to pay fees; or failure to have current rental certificate:	Equal to and in addition to the inspection fee.

Home Occupation		
	No Impact Business	\$.00
	Impact Business	\$40.00

Sign Permits		
	Permanent Signs	\$120 + \$1.00 per sq. ft.
	Long Term Temporary	\$150
	Short Term Temp.	\$36 (per 4 day event)

Temporary Use (includes one short term or one long term temporary sign, as applicable)

Short-Term per each Two-Day event (concerts, walks, etc.)	\$75	
Long-Term (food & beverage, etc.)	\$400	+ \$750 deposit
Christmas Tree or Pumpkin Sales	\$100	
Ag Produce Stands	\$100	
Seasonal Garden Centers	\$200	+ \$500 deposit
Temp Concrete & Asphalt Plants	\$700	