



Demolition Permit Checklist & Application

Email application to: bi@wdm.iowa.gov

ADDRESS: _____

Do I need a Demo permit?

- If you are removing a building, structure, in-ground tank or well, you need a demolition permit.
- If you are doing inside demolition of an existing property for remodeling purposes, you are not required to apply for a demolition permit.

Application Checklist:

Property Type: Commercial Multi-Family Single Family\Townhome Ag Other

Project:

- | | |
|--|---|
| <input type="checkbox"/> Building | <input type="checkbox"/> Underground Storage Tank |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Well |
| <input type="checkbox"/> Septic System | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Structure _____ | |

Required Submittal Items:

- 1) This **Permit Checklist** form completed and signed.
- 2) A completed **Building Permit** form (see next page attached).
- 3) **Additional documentation** if requested by the City such as: a Site Plan (showing all structures on the site, staging areas for equipment and dumpsters, lot lines, fencing locations, etc.), structural documentation, de-construction methods, hazardous waste handling methods and/or other requested items.
- 4) **PERMIT FEE:** See Fee Estimator II attached.

Typical Inspections for Demolitions:

1. **Barrier\Fence** – if required.
2. **Water and Sewer disconnections** by a licensed plumber (separate permits are REQUIRED).
3. **Final** - after site has been cleaned off, regraded & ground cover has been re-established\seeded.

- All Contractors should register with the State of Iowa Division of Labor at 800-562-4692.
- 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
- Confirming property lines, buried utilities, easements, etc. are strictly the responsibility of the contractor and/or owner.
- It is recommended to verify zoning and allowed land uses prior to removing existing structures.
- It is advised that the adjacent neighbor(s) be consulted prior to beginning work.

**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 #:** _____



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	