



**Polk County Public Works**

5885 NE 14<sup>th</sup> Street  
Des Moines, IA 50313  
Phone: 515-286-3705  
FAX: 515-286-3437

Email: [publicworks@polkcountyiowa.gov](mailto:publicworks@polkcountyiowa.gov)

Permit # \_\_\_\_\_

**Commercial Building Permit Application Checklist**

Project Address: \_\_\_\_\_

Is a new address needed?      Yes      No

**Checklist for New Construction or Additions to Existing Structure:**

- Building Permit Application
- Site Plan has been approved
- Detailed construction plans (1 set PDF and 1 set hard copy) Plans must be stamped and signed by Architect/Engineer
- Truss specifications

**Septic or Sewer:**

If a septic system is needed, results of a Soil Analysis or Soil Perc Test and Septic System Permit must be submitted.

If sanitary sewer is available, complete a Sanitary Sewer Connection Permit and Agreement Entrance Permit Application

**Water:**

Public water service connection fee

Water service provider \_\_\_\_\_

Geothermal - well permit application (if applicable) for vertical geothermal wells and horizontal wells at 20' depth or greater.

Right-of-Way Grant Permit, if applicable, for work within road right-of-way.

**Checklist for Interior Remodel or Tenant Finish:**

- Building Permit
- Application Plans (1 set PDF and 1 set hard copy) Plans must be stamped and signed by Architect/Engineer
- Valuation

**Notice:** All electrical, mechanical, plumbing and fire sprinkler permits must be applied for separately. All work must be permitted prior to inspection. Unresolved zoning, subdivision, floodplain and health items may delay the issuance of any permit. No construction shall start until the permit is issued. No structure should be used or occupied until the Certificate of Occupancy is issued.

**Contractor/Owner/Applicant Signature:**

I have included all of the above checked items and I understand that all of the items listed above must be received and fees paid before a permit will be issued. I further understand that construction work cannot begin until the building permit has been issued. All the information supplied by me is true and correct to the best of my knowledge and belief.

Print Name

Signature

Date

Email:

Phone:



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Permit # \_\_\_\_\_

**Commercial Building Permit Application**

<b>Job Site Address:</b>		<b>Township:</b>
<b>GeoParcel Number:</b>		<b>District/Parcel:</b>
<b>Owner:</b>		<b>Phone:</b>
<b>Address (City, State, Zip)</b>		
<b>Contractor:</b>		<b>Phone:</b>
<b>Company:</b>		
<b>Address (City, State, Zip)</b>		<b>Email:</b>
<b>Estimated Valuation of Project:</b>	<b>Total Square Ft. of Project:</b>	
<b>Description of Proposed Building (Please describe project):</b>		
<b>Proposed Use (Please state the uses of proposed building and site if different):</b>		

**Work Class (Please Check Appropriate Box)**

New Construction    
  Addition to Existing Building    
  Interior Remodel/Tenant Finish    
  Other

Height of Proposed Building \_\_\_\_\_

**Fill in the Square Footage of Proposed Building in Appropriate Rows**

Group (A-1, S-1, H-2, etc.)	Construction Type (IA, IIIB, VB, etc.)	Square footage	Valuation

\*Valuation determined by use- Group and Construction Type

Work must commence within 180 days from permit issuance date and be completed and inspected within one (1) year from the permit issuance date or the building permit will be null and void. I understand **all work must be inspected by Polk County** prior to concealing any installation and that I must call for a final inspection. I further understand that a Certificate of Compliance or Certificate of Occupancy/Use is required in accordance with applicable codes and ordinances.

**The undersigned hereby makes application to perform work as described herein:**

I affirm I am the owner or license contractor of this property and I am building the structure for the above stated use. I affirm that the work described in this application is accurate and correct to the best of my knowledge and belief. I hereby acknowledge that I have read this permit and state that the above information is correct and agree to comply with all ordinances and State and Federal laws regulating activities covered by this permit.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

International Code Council Building Valuation Data - August 2022										
Square Foot Construction Costs (a, b)										
Group (2021 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB	
A-1 Assembly, theaters, with stage	341.86	330.34	322.57	310.34	291.96	282.93	300.86	270.73	262.11	
A-1 Assembly, theaters, without stage	312.84	301.33	293.56	281.32	262.95	253.92	271.85	241.72	233.10	
A-2 Assembly, nightclubs	275.09	266.93	259.34	250.54	234.96	228.26	241.54	213.57	206.65	
A-2 Assembly, restaurants, bars, banquet halls	274.09	265.93	257.34	249.54	232.96	227.26	240.54	211.57	205.65	
A-3 Assembly, churches	317.43	305.92	298.14	285.91	267.99	258.96	276.44	246.76	238.14	
A-3 Assembly, general, community halls, libraries, museums	270.80	259.29	250.52	239.28	220.19	212.16	229.81	198.96	191.35	
A-4 Assembly, arenas	311.84	300.33	291.56	280.32	260.95	252.92	270.85	239.72	232.10	
B Business	265.63	255.90	246.45	236.05	215.01	206.57	226.78	189.75	181.18	
E Educational	282.69	273.02	265.84	254.38	237.44	225.45	245.61	207.53	201.06	
F-1 Factory and industrial, moderate hazard	161.70	154.21	144.70	139.94	124.72	118.51	133.72	103.40	96.83	
F-2 Factory and industrial, low hazard	160.70	153.21	144.70	138.94	124.72	117.51	132.72	103.40	95.83	
H-1 High Hazard, explosives	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	N.P.	
H234 High Hazard	150.85	143.36	134.84	129.08	115.17	107.96	122.87	93.86	86.28	
H-5 HPM	265.63	255.90	246.45	236.05	215.01	206.57	226.78	189.75	181.18	
I-1 Institutional, supervised environment	269.11	259.88	252.15	241.97	222.52	216.37	242.28	199.48	193.49	
I-2 Institutional, hospitals	442.38	432.64	423.19	412.79	390.61	N.P.	403.53	365.36	N.P.	
I-2 Institutional, nursing homes	307.72	297.98	288.54	278.13	258.63	N.P.	268.87	233.38	N.P.	
I-3 Institutional, restrained	301.48	291.74	282.29	271.89	252.65	243.22	262.63	227.40	216.82	
I-4 Institutional, day care facilities	269.11	259.88	252.15	241.97	222.52	216.37	242.28	199.48	193.49	
M Mercantile	205.22	197.06	188.47	180.67	164.83	159.13	171.67	143.44	137.53	
S-1 Storage, moderate hazard	149.85	142.36	132.84	128.08	113.17	106.96	121.87	91.86	85.28	
S-2 Storage, low hazard	148.85	141.36	132.84	127.08	113.17	105.96	120.87	91.86	84.28	
U Utility, miscellaneous	115.48	108.95	102.64	98.13	88.49	81.89	93.86	69.76	66.48	
a. For shell only buildings deduct 20 percent										
b. N.P. = not permitted										
Types of Construction										
TYPE 1 and 2 Construction – are those types of construction in which the building elements listed in Table 601 are of noncombustible materials (ie, concrete and steel)										
TYPE 3 Construction – is that type of construction in which the exterior walls are of noncombustible materials and the interior building elements are of any material permitted by this code. Fire-retardant-treated wood framing complying with Section 2303.2 shall be permitted within exterior wall assemblies of a 2-hour rating or less.										
TYPE 4 Construction – is that type of construction (Heavy Timber, HT) in which the exterior walls are of noncombustible materials and the interior building elements are of solid or laminated wood without concealed spaces. The details of Type 4 construction shall comply with the provisions of 602.4.1 through 602.4.7. Fire-retardant-treated wood framing complying with Section 2303.2 shall be permitted within exterior wall assemblies with a 2-hour rating or less.										
TYPE 5 Construction – is that type of construction in which the structural elements, exterior walls and interior walls are of any material permitted by code. Wood Frame - (Most One Family Dwellings are of this type of construction)										
A = Protected - Protected means that all structural members of a building or structure has an additional fire rated coating or cover by means of sheetrock, spray on, or other approved method. This additional fire rated coating or cover extends the fire resistance rating of structural members at least 1 hour.										
B = Unprotected – Unprotected means that all structural members of a building or structure has no additional fire rated coating or cover. Exposed members are only fire resistant according to their natural ability and characteristics.										
Sprinkled – A building or structure is fully installed / protected by a complete fire sprinkler system in accordance with NFPA 13 or NFPA 13 R. This system shall be maintained according to NFPA 25.										
Unsprinkled – A building or structure that is not protected by a fire sprinkler system.										