

New Buildings, Additions & Alterations Permit Submittal Requirements

2021 Ankeny Residential Code (IRC)
2021 Ankeny Building Code (IBC)
2021 Ankeny Existing Building Code (IEBC)
2021 Ankeny Fire Code (IFC)
2021 Ankeny Mechanical Code (State)
2021 Ankeny Plumbing Code (State)
2021 Ankeny Fuel Gas Code (IFGC)
2021 Ankeny Swimming Pool & Spa Code (ISPSC)
2012 Ankeny Energy Conservation Code (State)
2020 Ankeny Electric Code (State)

Click the following link to access adopted [Building Codes | City of Ankeny \(ankenyiowa.gov\)](https://www.ankenyiowa.gov/building-codes)

THE FOLLOWING INFORMATION IS NEEDED FOR THE PERMIT REVIEW PROCESS:

ELECTRONIC COPY OF PLAN for review. Once review is completed then **TWO FINAL PAPER PLAN SETS** of detailed and dimensioned **civil, architectural, mechanical, electrical, plumbing and structural** plans including floor plans, elevations, room uses and locations, suppression and alarm system(s), site plans etc., will need to be provided. One set will be returned as a “job set” upon permit issuance. NOTE: If unable to submit electronically then two plans sets are required to be submitted at time of permit application.

ELECTRONIC COPY of spec book(s), structural calculations and soil reports. NOTE: If unable to submit electronically then one set of spec book(s), structural calculations and geo-tech report required to be submitted at time of permit application.

CODE ANALYSIS to include: codes and design criteria used, type of construction, size & height limitations, occupancy groups and loads, exiting requirements and calculations, travel distance, fire protection, suppression and alarm systems, listed assemblies, location on lot, etc.

DESIGN PROFESSIONAL RESPONSIBLE/IN CHARGE as applicable shall be documented, including the extent of their responsibilities through the construction phase until project completion.

DOCUMENTS, as required pursuant to Sections 542B and 544A of the Code of Iowa, shall bear the stamp and signature of all design professionals who shall be licensed in the State of Iowa as determined by the State Code of Iowa or if exempt, the proper form shall be completed and provided. Individual plan sheets may be stamped and signed or cover sheet may be stamped and signed with all pages under design professionals’ purviews noted. At least one set shall be wet seal.

SPECIAL INSPECTIONS shall be as required per the 2021 International Building Code Chapter 17, including Ankeny amendments, and shall be duly noted on the plans (3rd party inspection required).

ENERGY REVIEW documentation showing compliance with the 2012 International Energy Conservation Code and State of Iowa energy requirements. 661 IAC Chapter 303 – note: 3rd party verification by energy professionals of installations and/or testing is required. **PLEASE NOTE 3rd party testing agency/inspector contact information must be provided prior to permit issuance.**

FIRE ALARM and SUPPRESSION PLANS shall be submitted to the Fire Marshal’s office for review and approval. If questions call (515)965-6475.

HAZARDOUS MATERIALS commodities (MSDS), quantities and storage systems shall be submitted to the Fire Marshal's office for review and approval. For questions call (515)965-6475.

ACCESSIBILITY for the physically disabled shall be documented as part of the code analysis (in accordance with 2021 IBC & ANSI A117.1 2009). The owner, contractor and developer are also responsible for compliance with the **Americans with Disabilities Act (ADA) and the Fair Housing Act**. If questions concerning 661 IAC Chapter 302. Phone: (888)219-0471. Web site: <https://humanrights.iowa.gov/cas/ds/resources/americans-disabilities-act>

FLOOD PLAIN application and verification of elevations shall be provided as required, if the project is located in the Special Flood Hazard Area (SFHA), an application for flood plain development shall be submitted.

STATE AND FEDERALLY FUNDED OR LICENSED PROJECTS Designers/Owners of state or federally funded or licensed projects should contact the Iowa State Fire Marshal's Office and/or applicable federal agencies regarding review and requirements. Phone: (515)725-6145 web site: www.dps.state.ia.us/fm/

CONTRACTOR REGISTRATION All contractors must be registered with the State Labor Services Division. Phone: (800)562-4692. Web site: www.iowaworkforce.org/labor/contractor.htm

ELECTRICAL Electrical work and installations may be done only by contractors licensed by the State of Iowa. For licensing information contact Department of Public Safety. Phone: (800)725-6145. Web site: www.dps.state.ia.us/fm/electrician/ Permits are required and are available from the City of Ankeny.

MECHANICAL & PLUMBING Mechanical and Plumbing work and installations may be done only by contractors licensed by the State of Iowa. For licensing information contact the Department of Public Health. Phone: (866)280-1521. Web site: www.idph.iowa.gov/PMSB/ Permits are required and are available from the City of Ankeny

ALARMS & FIRE SUPPRESSION SYSTEMS Contractors and installers working on fire alarm systems, burglar or security alarm systems, medical alarm systems and suppression systems will be required to maintain current state certification and/or licensure. Contact the Department of Public Safety for certification of alarm system contractors and alarm system installers. Phone: (515)725-6145. Web site: www.dps.state.ia.us/fm/

GREASE INTERCEPTORS Any establishment that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption is considered a Food Service Establishment (FSE) and shall install *at a minimum* a 1,000 gallon outdoor grease interceptor. Ankeny Municipal Code Chapter 101

PLEASE NOTE: There are several types of facilities, uses and building elements/equipment in Iowa that may fall within multi-jurisdictional purview, meaning they are regulated by both the City of Ankeny and the State of Iowa. This can lead to a set of regulations being more restrictive than another. Please review the following list and contact the pertinent entities:

1. State Fire Marshal's Office: Education facilities, Daycares including adult, Assisted Living Facilities, Nursing Homes, Elder Group Homes, Residential Care Facilities and intermediate care facilities for the intellectually disabled. Contact information is - Phone: (515)725-6145 web site: <https://dps.iowa.gov/divisions/state-fire-marshal/building-code>
2. Iowa Department of Public Health: Swimming Pools. Contact information is – Phone: (515) 281-7689. Web Site: <http://idph.iowa.gov/swimmingpoolsandspas>
3. Iowa Department of Human Services: Daycares. Contact information is – Phone: 1-800-972-2017. Web Site: <https://dhs.iowa.gov/licensure-and-registration>
4. Department of Inspections and Appeals: Food Service Establishments/Health Inspection. Contact information is - Phone: (515) 281-7102. Web Site: www.state.ia.us/government/dia/Food & Lodging Business Licensing Options | Iowa DIA
5. Iowa Workforce Development: Elevators, Boilers, and Amusement Rides: Contact information is - Phone: (515)281-5387 or (800)562-4692. Web site: <https://www.iowadivisionoflabor.gov/>
6. Wastewater Reclamation Authority: Grease Interceptors. Contact information is - Phone: (515)323-8000. Web Site: <http://www.dmmwra.org/174/Fat-Oil-Grease-FOG-Program>
7. Iowa Civil Rights Commission: Handicap Accessibility provisions for Multi-Family Residential: Contact information is – Phone: (515-281-4121). Web Site: <https://icrc.iowa.gov/>
8. Polk County Planning & Development: Septic systems and private wells: Contact information is – Phone: (515) 286-3705. Web Site: <https://www.polkcountyiowa.gov/publicworks/divisions/planning-development/environmental-health/Environmental Health Services - Polk County Iowa>
9. Polk County Public Works: Air Quality/Environmental Air: Contact information is – Phone: (515) 286-3705. Web Site: <https://www.polkcountyiowa.gov/airquality/Air Quality - Polk County Iowa>