

New Buildings, Additions & Alterations Permit Submittal Requirements

2024 Ankeny Residential Code (IRC)
2024 Ankeny Building Code (IBC)
2024 Ankeny Existing Building Code (IEBC)
2024 Ankeny Fire Code (IFC)
2024 Ankeny Mechanical Code (State)
2024 Ankeny Plumbing Code (State)
2024 Ankeny Swimming Pool & Spa Code (ISPSC)
2012 Ankeny Energy Conservation Code (State)
2023 Ankeny Electric Code (State)

[Adopted Building Codes | Ankeny, IA](#)

THE FOLLOWING INFORMATION IS NEEDED FOR THE PERMIT REVIEW PROCESS:

ELECTRONIC COPY OF PLAN(S) for review. Permit applications shall be submitted through our permit portal at <https://ankenyonestop.ankenyiowa.gov/>. One electronic set of detailed and dimensioned **civil, architectural, mechanical, electrical, plumbing and structural** plans, including though not inclusive, floor plans, elevations, room uses and locations, suppression and alarm system(s), site plans etc., will need to be provided. We do not use outside vendors for submittals or exchanges. Contact staff for large files (over 20mB) to get a file share link to submit if unable to upload through the portal. NOTE: Multi-family submittals will require our supplemental 'Fire Rated Assemblies and Dampers' information form.

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. Digital signatures are acceptable.

SPECIAL INSPECTIONS shall be as required per the 2024 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 Ankeny Fire Marshal's office for review and approval. If you have questions call (515)965-6475.

HAZARDOUS MATERIALS commodities (MSDS), quantities and storage systems shall be submitted to the Ankeny 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 2024 IBC/IEBC & ICC A117.1 2017). 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: (515) 281-4121. Web site: [Welcome | Iowa Office of Civil Rights](#)

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 Building Code Commissioner's Office and/or applicable federal agencies regarding review and requirements. Phone: (515)725-1135 web site: [Building Code Plan Review | Department of Inspections, Appeals, & Licensing](#)

CONTRACTOR REGISTRATION All contractors must be registered with the State Labor Services Division. Phone: (515) 242-5871. Web site: [Contractor Registration | Department of Inspections, Appeals, & Licensing](#)

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: (515) 725-6147. Web site:

<https://dial.iowa.gov/licenses/building/electrical-licensing> Permits are required and are available from the City of Ankeny.

MECHANICAL & 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: (515) 381-7107. Web site: <https://dial.iowa.gov/licenses/building/plumbing-mechanical/plumbing-licensure> 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)380-7356. Web site: [Alarm System Licensing | Department of Inspections, Appeals, & Licensing](#)

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. Health facilities. Contact information - Phone: (515)725-5341. Website: <https://dial.iowa.gov/licenses/health/facilities>
2. Swimming Pools. Phone: (515) 725-2016. Website: [Swimming Pools & Spas | Department of Inspections, Appeals, & Licensing](#)
3. Daycares. Phone: 1-800-972-2017. Website: [Child Care Licensing | Health & Human Services](#)
4. Food Service Establishments/Health Inspection. Phone: (515) 725-5342. Website: <https://dial.iowa.gov/licenses/food-establishments-hotels/food-service-establishments>
5. Elevators. Phone: (515) 350-7849. Website: <https://dial.iowa.gov/licenses/building/elevators>
6. Boilers. Phone (515) 350-7834. Website <https://dial.iowa.gov/licenses/building/boilers>
7. Grease Interceptors. Phone: (515)323-8000. Website: <http://www.dmmwra.org/174/Fat-Oil-Grease-FOG-Program>
8. Handicap Accessibility provisions for Multi-Family Residential. Phone: (515-281-4121). Website: [Welcome | Iowa Office of Civil Rights](#)
9. Septic systems and private wells: Phone: (515) 286-3705. Website: [Environmental Health Services - Polk County Iowa](#)
10. Air Quality/Environmental Air. Phone: (515) 286-3705. Web Site: [Air Quality - Polk County Iowa](#)