

**ProjectAddress** \_\_\_\_\_

Applicant is:  Property Owner  Contractor  Architect  Engineer  Other

Applicant \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Contractor \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Change of Use - From: \_\_\_\_\_ To: \_\_\_\_\_

Describe Work/Use: \_\_\_\_\_

Valuation: \_\_\_\_\_ Building size: \_\_\_\_\_

Fire Alarm System Provided: Yes  No  Fire Alarm System Monitored: Yes  No

Fire Extinguishing System Yes  No  if yes:  Dry  Wet  Other \_\_\_\_\_

Building Signs: Yes  No  Yard Sign: Yes  No  Fence: Yes  No  (Separate fence & sign permits are required)

Parking: Total # of stalls \_\_\_\_\_ Water Meter Size as determined by Ankeny Water Administrator: \_\_\_\_\_

Setbacks (actual): Front \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_ Rear \_\_\_\_\_

Is this property in a flood plain?  No  Yes Minimum Elevation \_\_\_\_\_

Ankeny Plan & Zoning Site Plan Approval Date: \_\_\_\_\_ (if applicable)

Plumbing Contractor \_\_\_\_\_

Electrical Contractor \_\_\_\_\_

Mechanical Contractor \_\_\_\_\_

(for office use only):

Legal Description: \_\_\_\_\_ Zoning: \_\_\_\_\_

Easements \_\_\_\_\_

Notice: Separate permits are required for electrical, plumbing, heating, ventilation or air conditioning. This permit expires 12 months from the date of issuance. The undersigned warrants that he/she has reviewed and is familiar with the provisions of the building and fire codes; as set for the under Chapters 175 and 180 of the Municipal Code of the City and all applicable zoning standards and will defend, indemnify, protect and save harmless the City and its employees from any and all liability, from any claim or cause of action which any person may have or claim to have by reason of any actual or alleged failure on the part of the undersigned to comply with the terms and provision thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I agree to adhere to the plans as submitted and approved by the Architectural Review Board and City Staff and will provide notification of any change prior to construction. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

**PLEASE ALLOW A MINIMUM OF 10 WORKING DAYS FOR PERMIT APPLICATION REVIEW**

Date received _____	Permit Fee \$ _____	Office Use Only
Approval Notification Date _____	Valuation \$ _____	

# Conversion of A Building or portion of, From A Residential Use to A Commercial Use

---

**A building that is converted from one use to another use, or is moved from one location to another within the City, must be remodeled to meet current codes for a new building. (See current codes as adopted for more specifics)**

Contact the Planning Department to coordinate a preliminary meeting to discuss zoning issues, including but not limited to setbacks, parking and other zoning requirements to determine whether the proposed use complies with the location proposed. The Planning Department will confer with the Engineering Department to determine whether on-site storm-water detention or other improvements are needed.

**SITE PLAN** Submit accurate site plan for review and approval. Include:

- Location of the building, any decks and other structures on property.
- Distances from buildings and structures to property lines and to other buildings.
- Show easements, drainage etc.
- Site plan approval is required prior to issuance of a building permit.

## **BUILDING PERMIT REQUIRED**

- A building permit must be acquired prior to any work.

## **BUILDING PERMIT APPLICATION**

- Submit detailed drawings of the proposed remodel, construction.
- Building Permit fees are based on valuation of proposed conversion.

## **ADDITIONAL PLANS AND INFORMATION REQUIRED FOR:**

- Mechanical, Electrical and Plumbing upgrades.

## **ADDITIONAL PERMITS REQUIRED**

- Separate Electrical, Mechanical, and Plumbing Permits are required for work performed in these trades.
- Contractors licensed in the respective trade must obtain these permits and perform the work.

## **INSPECTIONS REQUIRED**

- Footings, when applicable, before concrete is poured.
- Framing, Mechanical, Electrical and Plumbing rough-ins.
- Final Inspection prior to use. **Certificate of Occupancy** is required prior to occupancy.

**Below is a list of Code provisions that most frequently apply to such conversions. This list shall not be considered all inclusive:**

1. Provide/confirm hard surfaced off-street parking spaces and driveway(s) on the same lot as the building as required by zoning regulations.
2. Handicap accessibility (ramp) is required for entrance to the building.
3. All spaces including restroom(s) shall be handicap accessible.
4. Doors shall be 36" wide with a maximum ½" high threshold and provided with lever type hardware or panic hardware as required.
5. A landing is required on each side of every door, with the landing height being no more than ½ inch below the adjacent floor level.
6. A handicap accessible drinking fountain may be required.

7. Exterior walls may need to be fire rated due to distance from property line(s) and openings may be prohibited and/or limited. Check with the Building Department after confirming compliant location with the Planning Department.
8. Walls, soffits and undersides of stairs with useable space under shall be protected by one-hour fire-resistance-rated construction.
9. The rise for a stair is limited to no more than 7" and the run may be no less than 11" with handicap nosing's and shall be consistent throughout.
10. Stairways shall have handicap handrails on both sides located 34 to 38 inches above and parallel to stair nosing's. Handrails shall be extended and returned per handicap specifications.
11. Stair headroom shall be a minimum of 6' 8".
12. Guards are required at landings and openings more than 30" above the floor or adjacent grade and shall be a minimum of 42" in height with a maximum baluster spacing of 4".
13. Restroom(s) shall be provided with grab bars at fixtures, have an exhaust fan ducted to the exterior, shall have smooth, hard non-absorbent floor surfaces which extend a minimum of 6" up the walls, and walls within 2' of the front and sides of urinals and water closets shall have smooth, hard non-absorbent surfaces to a height of 4'.
14. Floor loading requirements vary with intended uses. Check with the Building Department.
15. 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  
For questions concerning grease interceptor(s) and sizing please contact: Wastewater Reclamation Authority (WRA) Phone: (515)323-8000. Web Site:  
[www.dmmwra.org/asp/industrialbusiness/fogprogram.aspx](http://www.dmmwra.org/asp/industrialbusiness/fogprogram.aspx)