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www.cityofclive.com



A plan review, permit fee and inspections are required for all remodels and tenant finishes. If Restrictive Covenants for the property are on file with the applicable county, the more restrictive requirements apply.

INSPECTIONS REQUIRED

- Demolition inspection
- Ground works plumbing
- Electrical, plumbing and mechanical rough-ins, and framing inspections before insulation or drywall
- Above ceiling inspection before enclosed
- Final inspection—Building Official, Fire Marshal, and Inspector must be present for final
- Alarm test inspection—may be completed at final
- Inspections must be scheduled at least 24 hours in advance

Commercial Remodel Project Requirements

Remodel / Tenant Finish:

Any construction or renovation to an existing structure or existing utility. Painting, papering, tiling, carpeting, cabinets, countertops, and other similar finish work are exempt from needing a permit.

Existing Structure:

That which is originally built or constructed.

Existing Utility:

Electrical, gas, heating and cooling, plumbing, ventilation, exhaust hoods, fire monitoring system, and sprinkler system, that originates within or is unchanged.

Demolition:

Removal, or destruction of any portion of the existing structure or existing utility.

1. No work shall commence until proper permits are issued.
2. A Zoning Compliance Certification form shall be submitted for **ANY** new business/tenant and reviewed by the City prior to occupancy or permit issuance. This includes businesses moving to another location within Clive. Additionally, those occupying a space in which the same type of business was previously conducted must also submit this form.
3. A site plan amendment form shall be submitted if any exterior work is modified from previously accepted plans; this includes dumpster enclosures and roof top units.
4. Outstanding zoning, building, fire or code enforcement issues shall be corrected before new work is approved. In some instances, permits may be issued with an agreement to satisfy outstanding issues prior to occupancy of the permitted space.
5. Detailed plans and specifications shall be submitted to the city for review.
6. Plan set shall include emergency lighting and exiting placement; horn strobe, pull station, and fire extinguisher placement. ADA compliance, exiting routes and door widths shall also be documented on the plans.
7. If any demolition is anticipated, a demolition plan shall be submitted to the city for review.
8. All abandoned utility work shall be removed and disposed of properly.
9. Any change in the electrical system that involves an extension, addition or change to the arrangement, type or purpose of the existing installation shall require the complete system to be brought into compliance with the most current electrical code (including shared neutrals).
10. All commercial remodels and tenant finishes shall be brought up to compliance with the current energy conservation code.
11. Fire detection, protection and alarm plans shall be submitted to the Clive Fire Department for review.
12. All food service (FSE) establishments shall be reviewed for proper grease interceptor sizing.



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Call the toll-free number at least
48 hours
prior to ALL excavations in Iowa.

