

# Permissions Policy

## Frequently Asked Questions

August 2025

### **Building Projects:**

#### ***Who is my first contact to about the Building Project approval process?***

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515-229-8008

[nbormann@dmdiocese.org](mailto:nbormann@dmdiocese.org)

#### ***What is the first step?***

Fill out the Project Information Form. It is located on the Diocese website at:

Website: Resources/Finance/Property Management and Security/Diocesan Building

Commission Guidelines/Project Information Form [FY2026 Project Information Form fillable with CV.pdf](#).

Submit all project forms to [requests@dmdiocese.org](mailto:requests@dmdiocese.org).

#### ***Who can sign the contract with vendors/contractors?***

The pastor or president can sign when the project has gotten the required approvals from the Diocese.

#### ***Can the Business Manager sign this contract?***

Only the Pastor or President can sign contracts.

***How fast can I get a project approved?***

This depends on many factors including the cost, meeting schedules, the Bishop's schedule. It's always good to start the process as early as possible. We are committed to making this process as efficient as possible. The new process will document the date of when the requests were initially submitted. The log of outstanding projects will be monitored to focus on keeping the projects moving throughout the process at the Diocese.

***Can the Diocese recommend an architect or contractor?***

If you are in need of a recommendation, please contact the Director of Property Management.

***Do all projects need three bids?***

Ideally, it is best to get a minimum of three bids for a project. We realize this may be difficult due to location or the type of project. Please contact the Director of Property Management when you have limitations.

***Are all projects required to be presented to the Diocesan Building Commission?***

The Building Commission is a group of volunteers who have expertise in various fields like HVAC systems, construction, engineering, building projects and risk management. They serve as a consulting body to the Bishop to help him make a decision on the project.

Normally, projects over \$100,000 are presented to the Building Commission. This review is at the discretion of the Bishop.

***When is the next building commission meeting and can our project be on the agenda?***

The Building Commission normally meets six times per year. Agendas can sometimes fill up fast, so the sooner a project is submitted the better.

## **General**

### ***Do I still need to get a proxy and have a meeting with the Trustees?***

No – Once your project is approved by the Bishop or his delegate, for most organizations the Bishop's Office will initiate the Written Consent process. The completion of this document will be needed to complete the legal process for most of the permissions and most of the organizations. Please see Appendix B & C for more details.

### ***How will this policy impact items or projects already started?***

The policy is effective immediately and all the items not completed will fall under this policy.