

**Community Development Department
Commercial, Industrial and Multifamily Plan Submittal Requirements
City of Hiawatha**

Design Criteria & Codes:

Frost Depth - 42" Wind Speed - 90 mph Ground Snow Load - 30 lb. (24 lb. roof snow load)
2006 International Building, Mechanical, Fuel Gas, Fire, & Plumbing Code, 2008 National Electric Code

All plans provided must be scaled and clearly indicate the scope and location of work and details relating to work performed with demonstration that the proposed construction and/or modifications will conform to applicable code provisions. Complete plans are required to be submitted, reviewed and approved prior to issuance of a building permit.

Construction documents shall be submitted to the Community Development Department for review and approval prior to issuance of a permit as required per Section 106.1 of the International Building Code. The construction documents shall be prepared by a licensed design professional in accordance with Iowa Code Sections 544A and 542B. Documents shall include 4 sets - 1 Water, 1 Fire, 1 Building and 1 retained with permit.

Fire protection plans (sprinkler systems, ANSUL systems, alarm systems) shall be submitted to indicate conformance with the adopted code and the construction documents and shall be approved prior to the start of system installation. Shop drawings shall contain all information as required by the appropriate NFPA standards. Three sets of documents shall be provided to the Community Development Department; one will be forwarded to the Fire Department, and one to the Water Department.

Based on the proposed work being performed, the items listed below will need to be reflected on the submittal documents: **NEW CONSTRUCTION / ADDITIONS / CHANGE OF OCCUPANCY / INTERIOR ALTERATIONS**

NOTE: *Not all items listed below may pertain to scope of work involved; it is assumed all parties with interest in the submitted project are knowledgeable of code requirements.*

Site Plan	All building locations shall be identified along with setbacks to all property lines, zoning setbacks, utility types and locations (mains and services), parking stalls including handicap parking and signage and striping details, exterior ramp and stair locations with details, sidewalks and approaches, topography information, storm water detention areas, distances between multiple buildings, site lighting, fire hydrant locations, trash enclosures and key box locations.
Code Analysis	A descriptive analysis of the proposed facility which includes allowable area, number of stories/height, type of construction, means of egress, occupancy group and occupant loads, accessibility, amount of required plumbing fixtures, location/type of fire resistance rated assemblies, and calculations indicating ventilation whether natural or mechanical. If alterations or remodeling scope of work and work areas shall be identified.
Building Elevations	Plan elevations showing building stories and floor to floor/roof height, projections, exterior wall finishes, parapets, and weatherproofing.
Floor Plans	Dimensions of total building and each space and room in which work is being performed, use of each room and adjacent rooms identified, locations of all doors, windows, partitions, means of egress components, plumbing and mechanical fixture locations, exit lighting and emergency lighting locations.
Roof Plans	Locations of any installed mechanical equipment, dimensions of roof, rooftop access, slope of roof, drain locations, roof membrane assemblies and roof fire classification.
Structural Plans/Calculations	Plans detailing size of beams, columns, footings, foundations, reinforcing steel, floor framing, roof framing, framing and connection details, shear wall locations, wind bracing locations, fastener schedule, soil bearing requirements, and any required special inspections. Calculations shall indicate the applicable loads to be applied with the load path details, the analytical method used to determine building structural design, such information shall be certified by a licensed professional capable of performing such tasks based on Iowa Law.
Door / Glazing / Hardware Schedule	Size of all doors, and type of operating hardware including type of locking mechanisms to be used, thresholds shall be identified, fire resistance rating to any applicable. Size and location of all openings containing glazing with identification of safety glazing where applicable.
Interior Finishes	Types of material finishes to be installed, floor, ceiling, walls, etc. Fire classifications shall be identified for type of materials being used. Toilet/bathing facilities shall have interior floor, wall and ceiling finishes indicated.
Mechanical / Electrical and Plumbing	Scalable plans shall be provided with information containing equipment types (electrical panels, furnaces, boilers, transformers, refrigeration, etc.), locations, size of gas lines, duct work sizes, electrical circuit sizes, plumbing waste and vent and water line sizes, grease traps and interceptors, grease hoods, and medical gas equipment, etc.
Accessibility	The owner, contractor, and developer are solely responsible for compliance with the Americans with Disabilities Act (ADA) (ADAAG Standards) and the Fair Housing Act (ICC / ANSI A117.1). For questions, call the Iowa Division of Persons with Disabilities at (515) 242-6172. All such provisions should be included in the submitted plans.
Energy Provisions	Energy sheet analysis based on the provisions of the 2004 International Energy Conservation Code as well as Iowa Administrative Code 661-16.303.
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.

Designers/Owners of schools, senior care centers, day cares, clinics, hospitals etc., shall contact the Iowa State Fire Marshall's Office (515) 281-5821 regarding State Building Code review and requirements.

All contractors need to be registered with the State Division of Labor. (800) 562-4692.

Mechanical, Electrical and Plumbing work and installations may be done only by contractors licensed in the metro area (State Licenses also being accepted).

Elevator contractors to contact the State Division of Labor for approval. (800) 281-5415.

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 a grease interceptor.

Food establishments need to contact Linn County Health Department for licensing (319) 892-6000.

Additional information may be required such as SWIP plans and CONSESCO permits and special inspection agreements. Any questions may be directed to (319)-294-2929 or at www.hiawatha-iowa.com. Please visit our website for any additional information such as handouts, permit applications, ordinances and code adoptions.

City Of Hiawatha Building Permit Application

Permit # _____

Project Address: _____ Hiawatha, Iowa 52233

Lot# _____ Plat Name _____ Zoning _____ Project Valuation \$ _____

Description of Project: _____

Business Name: _____ Project Sq. Ft. _____ Total Building Sq. Ft: _____

Property Owner: Name _____ Phone No. _____ Fax No. _____

Address _____ City _____ State _____ Zip Code _____

Contractor: _____ Address _____ City _____, IA

Zip Code _____ State Contractor License No. _____

Bus. Phone _____ Cell _____ Fax _____ E-mail Address _____

Design Architect / Engineer (Name & Firm): _____ City _____ State _____

Zip Code _____ Contact Name _____ Bus. Phone _____

Cell _____ Fax _____ E-mail Address _____

As commercial buildings have unique and some complicated requirements the Hiawatha Community Development Department will require detailed and separate plans for electrical, plumbing and mechanical for all commercial and industrial buildings and it may be required for those plans to be signed and sealed by a professional engineer or architect pursuant to Iowa Code 544A, 542B and 544B.

CONDITIONS OF APPROVAL: Separate permits are required for electrical, plumbing, heating and air conditioning. This permit is null and void if authorized work is not started within 180 days or is suspended for 180 days. Confirming restrictive covenants and property line locations are the owner / contractor's responsibility.

List Contractors Below:

Electrical _____

Mechanical _____

Plumbing _____

Indicate below the date electrical, mechanical and plumbing plans will be available if not provided with building plans:

Bldg. Type _____ Occ. Group _____ Code Edition _____ Fire Sprinkler Yes or No

No. of Bedrm. _____ Main/2nd Total Ft. _____ Bsmt-Fin Ft. _____ Un Fin Ft. _____

Garage Ft. _____ Porch Ft. _____ Deck Ft. _____

Calc. Value of Construction \$ _____

Permit Fee \$ _____ + Administration Fee \$5.00 = Total Permit Fee \$ _____

Date Received _____ Received By _____ Check # _____ Receipt # _____

Building Permit Approved By: _____ Footing Foundation Approval Date: _____

Bldg. Shell (No Interior) Approval Date: _____ Full Building Permit Approval Date: _____

OFFICE USE ONLY

NOTICE REGARDING PERMITS AND INSPECTIONS *This issuance of a permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or from preventing building operations being carried on in violation of this code or any other ordinances of the City. It shall be the duty of the person requesting any inspections required by this Code to provide access to and means for inspection of such work.

NOTICE REGARDING LIABILITY FOR DAMAGES *This code (any code adopted by the City of Hiawatha) is enacted only for the purpose of securing to individuals the enjoyment of rights and privileges to which they are entitled as members of the public, rather than for the purpose of protecting any individual from harm. The City, its officers, employees or agents make no representations or warranties of any kind whatsoever, expressed or implied, with respect to the completeness or thoroughness of the inspections and examinations performed under this Code but said inspections are made solely to assist the owner of any building, structure, equipment and premises to meet certain minimum requirements for protection of the health, welfare and safety of persons and property. Nothing herein contained in this Code shall alleviate the owner of any building, structure, equipment and premises to make an independent inspection in order to fulfill the requirements of this Code nor shall this Code be construed to relieve or lessen the responsibility of any person owning, operating or controlling any building, structure, equipment or premises regulated herein from any damages of any person or property caused by defects or code violation. The City, its officers, employees or agents shall not be held as assuming any liability for damages to any person or property by reason of any inspections authorized by this Code or investigations, or any approvals issued herein, or for any act or failure to act in the enforcement of this Code.

NOTICE REGARDING ACCESSIBILITY *Owners and operators, or their assigned agents, of buildings and facilities subject to the provisions of ADA and ADAAG are responsible for compliance with any applicable requirements contained within those documents. Plan review and inspection does not reduce or alleviate the owner's responsibility to independently meet said provisions.

NOTICE REGARDING ENERGY CODE *Architect/Engineer and owner hereby certify that this building complies and meets the State of Iowa Energy Code requirements that are applicable to this building.

I acknowledge that I have read this application, including the Notices Regarding Permits & Inspection Liability for Damages and Accessibility sections listed below and I agree to comply with all City Ordinances and State and Federal Laws regulating building construction. I also understand that my signature acknowledges my responsibility for this project until final approval by the City.

Print Name & Co. _____

Signature: _____ Contact Phone #(s) _____