

# Development Application

## **COMMERCIAL TENANT** **IMPROVEMENTS**



Community Development Department  
101 Emmons Street  
Hiawatha, Iowa 52233  
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**COMMERCIAL CHECKLIST – TENANT IMPROVEMENTS**  
**Based on the 2006 International Fire Code**

This checklist is a highlight of the code requirements for Tenant Improvements in the City of Hiawatha. Some items may not apply to you. Please send all plans through the City of Hiawatha Community Development Department. Two sets of plans are required. One set will be returned to the developer with any corrections noted. Existing and proposed life safety items such as exit signs, emergency lights, fire alarm devices and fire extinguishers shall be shown on the plans or the plans will be rejected. You will sign for any corrections when you pick up the plans at the Community Development Department.

**NOTE: THE PRIMARY REASON A BUILDING IS DELAYED IN RECEIVING THE FINAL CERTIFICATE OF OCCUPANCY IS DUE TO THE CORRECTIONS REQUIRED BY THE FIRE MARSHAL WERE NEVER PASSED ON TO THE CONTRACTOR OR SUBCONTRACTOR AT THE JOB SITE.**

- Life safety systems shall be tagged with approval and inspections tagged by the installer.
- The address or suite number, approved by the Community Development Department shall be installed on the door area and rear door if applicable.
- A key to the occupancy will need to be secured from the tenant for the Knox Box, if applicable.
- Modifications to the fire sprinkler system shall be approved prior to installation.
- Fire extinguishers shall be 5 pound ABC in sprinklered buildings and 10 pound ABC in non-sprinklered buildings. Travel distance for low hazard occupancy is 75 feet. Location shall be near designated EXIT doors. Check with the Fire Marshal for other type of occupancy requirements. Extinguishers for Type I hoods must be compatible with the hood system.
- Exit signs on battery backup or on emergency generator system. Combination exit signs and emergency lights are not allowed. The exit sign and emergency light shall be separated by distance of 6 feet minimum.
- Emergency lights shall provide 1 foot-candle illumination at floor level for egress travel. Dual beam are preferred. A furniture plan must be submitted for proper location of emergency lights. A photometric plan may be required. Emergency lights are required in all restrooms with more than 1 fixture and/or handicap accessible.
- Modifications to the fire alarm system shall be approved prior to installation.
- Where corridors and/or hallways are protected by fire sprinkler systems, they shall also be protected by photoelectric smoke detectors tied to the building fire alarm system.
- Strobe devices are required in all restrooms with more than 1 fixture and/or handicap accessible. A horn/strobe shall be located outside the restroom.
- Fire-rated corridor doors: The door and hardware schedule shall be provided on the plans. The rated door assembly shall include appropriate rating of door and

- frame, ball bearing hinges, closer, smoke gasket and rated latch assembly. Spring hinges are not allowed.
- Installation of a generator shall be limited to a maximum of 1,500 gallons of type II fuel in a NFPA/UL compliant sub-base tank, quantities greater than 1,500 but less than 5,001 gallons of a type II fuel shall be stored in an approved vaulted tank. Aggregate maximum is 5,000 gallons. A permit is required.
  - Elevators shall be governed by the Iowa state code. Contact the state elevator inspector for questions.
  - Magnetic locking devices are not allowed on places of assembly. Contact the Fire Marshal, if allowed, for special requirements.
  - Type I Hoods. Contact the Community Development Department for special requirements.

If you have any questions, please contact the Community Development Department at: (319) 292-2929.





**CERTIFICATION OF EXEMPTION FROM ARCHITECTURAL PRACTICE ACT**

Date: \_\_\_\_\_

I, \_\_\_\_\_, NOT LICENSED TO PRACTICE ARCHITECTURE in the state of Iowa, hereby certify that the technical submission for the project known as:

\_\_\_\_\_

Locate at: \_\_\_\_\_ Hiawatha, IA 52233.

Has been prepared by me under the exception to the requirement for professional architectural services as set forth in Section 544A.18 of the Code of Iowa and as noted below:

- 1. Detached residential buildings containing twelve or fewer family dwelling units AND of not more than three stories in height, AND/OR an outbuilding in connection with such building.
- 2. Building used primarily for agricultural purposes, including grain elevators and feed mills.
- 3. Nonstructural alterations to an existing building, which do not change the use for the building FROM any other use TO a place of assembly of people or public gathering.
- 4. Nonstructural alterations to an existing building, which do not change the use for the building FROM any other use to a residential use. (Note: exemption 1 may apply in lieu of this exemption.)
- 5. Nonstructural alterations to an existing building that do not change the use of the building FROM an industrial warehouse use TO a commercial or office use. (Note: Exemption 6 may apply in lieu of this exemption.)
- 6. Warehouse AND/OR commercial building, not more than one story in height AND not exceeding ten thousand square feet (10,000 s.f.) in gross floor area.
- 7. Commercial building, not more than two stories in height AND not exceeding six thousand square feet (6,000 s.f.) in gross floor area.
- 8. Light industrial building.
- 9. Factory-built building, not more than two stories in height OR not exceeding twenty thousand square feet (20,000 s.f.) in gross floor area (OR which is certified by an Iowa licensed professional engineer.)
- 10. Church AND/OR attached or separate accessory building, not more than two stories in height OR not exceeding two thousand square feet (2,000 s.f.) in gross floor area.

Typical  
Tenant →  
Improvement