

**TENANT IMPROVEMENTS
PLAN SUBMITTAL REQUIREMENTS**

Codes & Design Criteria:

2006 International Building, Mechanical, Fuel Gas, & Fire Code
2005 National Electric Code, 2006 Uniform Plumbing Code and ANSI A117.1 '03 Edition

Project Address & Suite No.:

Tenant Name:

THE FOLLOWING INFORMATION IS REQUIRED FOR THE REVIEW PROCESS:
(Incomplete submittal is a primary reason for delay in the review process)

What will be the use of this tenant space? _____
Name of previous tenant and use _____

What type of construction exists? (circle) Wood frame / Steel studs / Gyp. wallboard
What type of construction is proposed? (circle) Wood frame / Steel studs / Gyp. wallboard

Two (2) sets of plans, to scale, including the following details: (√) below:

- Project name, address, suite number, etc., is shown on the plan. _____
- Plans are signed & stamped by a licensed architect or engineer, if applicable _____
- Room Names/Uses for both Existing and new floor plans _____
- Square footage and all dimensions _____
- Label use of all rooms or areas _____
- Existing floor plan (demolition sheet). _____
- Accessible entrance _____
- Accessible restroom details _____
- Maximum Plan Size 24" x 36" _____
- Minimum 1/8" scale _____
- Plan showing location of the tenant space within the building. _____
(Either to scale or fully dimensioned)
- Equipment plan for kitchens, etc _____

Life Safety Information:

- Type I Hoods Identified _____ Yes/No
- Hood Suppression System installed _____ Yes/No
(Type I grease hoods for cooking facilities require a licensed mechanical contractor
& a Construction Permit through the Fire Prevention Bureau, contact 515-283-4240.)
- The building has a fire sprinkler system. _____ Yes/No
- A fire sprinkler system is going to be installed. _____ Yes/No

- Exit signs indicated _____
- Means of Egress Illumination indicated _____
- Fire Extinguishers indicated _____
- Fire Alarm System indicated _____
(Please see Fire Department Checklist for further requirements)

Code analysis is required for change in occupancy, large projects, & assembly use

All contractors: should register with the State of Iowa Division of Labor. (800) 562-4692
Food Establishments: contact State of IA, Inspec. & Appeals, Food Safety (515) 281-6538
Grease Interceptors are required: contact the Wastewater Reclamation Authority
(WRA) at (515) 323-8001
Elevator contractors: contact State of Iowa Division of Labor for approval (515) 281-5415.
Pools: permitted through Permit and Development Center contact (515) 283-4200.