

Commercial Business/Property Inspection Program

Newton Fire Department - 2020



CBPI Introductions

- Program Administrator – Jarrod Wellik, Fire Chief, Newton Fire Department
- Administrative Assistant – Jean Lewis, Newton Fire Department
- Contract Inspector – Jason Van Ausdall, Iowa Inspections, LLC



Goals of Program

- Provide for the health and safety of Newton's citizens
- Improvement of curb appeal
- Provide information on health and safety to commercial property owners
- Achieve Compliance



CBPI Program

- Proposed schedule

October 1-30, 2020: City Staff and Jason VanAusdall hold public meetings/focused meetings with business owners group, Main Street, NDC, and other organizations as needed

October 19, 2020: City Staff and Jason VanAusdall presentation to City Council

November 2, 2020: 1st Reading of associated City Code of Ordinances updates

November 16, 2020: 2nd Reading of Ordinance updates

December 7, 2020: 3rd Reading of Ordinance updates

December 2-31, 2020: Finalize anything to get program rolling such as website, hand-outs, etc. Training for Administrative Staff on process.

January 1, 2021: Program effective, inspection scheduling notices begin



CBPI Program

- Registration of Commercial Business Properties
 - Registers each property into the program
 - Provides current contact information
 - City divided into 4 quadrants

Quadrant:	Annual Registration Renewal Deadline:
Northwest	March 31
Northeast	June 30
Southeast	September 30
Southwest	December 31

- All properties to be registered by 12/31/2021
- All properties to have email contact by 12/31/2021



Transfer of Ownership

- Properties transferred to a new owner will have 30 days to re-register
- Not required to pay second registration fee if registered within 30 days of transfer
- No refunds will be given to current registered owners for partial year registration.



Property Out of Service

- Buildings proposed to be out of service for a minimum of 60 days
- Written notice required to City
- Out of service buildings shall not be rented or allowed to be occupied until re-registered
- Once re-registered
 - Pay for new registration
 - Be inspected within 60 days



Inspection Schedule

- 1st Cycle:
 - North of 1st Ave – 2021
 - South of 1st Ave – 2022
- 2nd Cycle:
 - Depends on 1st Cycle Outcomes
 - Passed 1st Cycle with no violations – 2024/2025 (3 yr)
 - Passed after 1st Re-inspection – 2023/2024 (2 yr)
 - Req. more than 1 re-inspection – 2022/2023 (1 yr)



Annual Inspections

- Liquor License – required annually
- Req. for businesses with violations
- Vacant buildings



Vacant Buildings

- Vacant Buildings are: (CoO Chapter 94)
 - Unoccupied and unsecured;
 - Unoccupied and secured by means other than those used in the design of the building;
 - Declared a dangerous building under the Uniform Code for the Abatement of Dangerous Buildings;
 - Unoccupied and unfit for occupancy as determined by a government agency;
 - Unoccupied and has Housing and Building Code violations; or
 - Unoccupied for a continuous period of time over 180 days.
- Registration required = \$50 annual
- Pay cost of inspection (annual)



Inspections

- Inspector will make site inspection
- City will pay for 1st Inspection
- 1st Cycle:
 - City will pay for 50% of 1st re-inspection
 - Owner will pay for all other re-inspections
- 2nd Cycle:
 - City will pay for 1st Inspection
 - Owner will pay for all other re-inspections



Major Violations

- Exit components that are blocked, missing, or inoperable.
- Fire suppression or alarm systems that are not functioning.
- Improper storage of flammable liquids.
- Fuel fired equipment with missing or inoperable flues.
- Electrical cords or wiring that shows signs of failure.
- Inoperable heating system during winter months, generally considered between November and March.
- Other life safety issues or items as determined by the designated inspector
- 48 hour re-inspection required



Minor Violations

- All other violations give 60 days to comply



No Show Fees

- Agreed upon date, time, and location
- No Show Fee = \$50
 - Re-schedule due to unexpected conflict or inability to get a contractor onsite to correct violations
 - Min. 48 hour notice
- Applies to:
 - Failure to notify occupant
 - Owner's representative < 18 y/o



Failure to Register/Comply

- Failure to register/comply will be given a reminder and 30 days to register or other order
- Penalties
 - Fees
 - Revocation of occupancy permit
 - Requirement to vacate



Complaints

- Goal = Safe/Healthy/Beautiful community
- 1st – Proactive resolution through education
- Received at FD
 - Phone
 - Request Tracker
- Major Violations – Inspection w/in 48 hours
- Minor Violations – Inspection w/in 7 days
 - Founded complaints – Owner pays inspection fee
 - Unfounded complaints – inspection fee waived



Appeals Process

- City of Newton Building Trades Board
- Appeals form filed with Fire Department within 60 days of inspection
- Building Trades Board will schedule hearing within 30 days
- Building Trades Board will issue ruling within 10 days
- Further appeal goes through the Court system



Fees

Description	Fee
Commercial Business/Property Permit Registration Fee, Per Year, Per Unit	\$25
Failure to Register Property Penalty Fee, Per Day, Per Unit*	\$15

Contract Inspection Fee Schedule	Fee
Regular Commercial Inspection (3,000 sq. ft. or less)	\$100
Medium Commercial Inspection (3,001 to 6,000 sq. ft.)	\$200
Large Commercial Inspection (6,001 to 9,000 sq. ft.)	\$300
X-Large Commercial Inspection (9,001 and up)	\$400
Commercial Business/Property Re-inspection Fee	Same as above
No-Show Inspection Fee	\$50



Fees

First Inspection Cycle	
Commercial Business/Property Inspection Fee	\$0
Commercial Business/Property 1 st Re-inspection Fee	50% of Contract Fee above
Commercial Business/Property 2 nd Re-inspection Fee	Contract Fee above
Commercial Business/Property 3 rd Re-inspection Fee	Contract Fee above
Commercial Business/Property 4 th & after Re-inspection Fee	Contract Fee above
Second Inspection Cycle	
Commercial Business/Property Inspection Fee	\$0
Commercial Business/Property 1 st Re-inspection Fee	Contract Fee above
Commercial Business/Property 2 nd Re-inspection Fee	Contract Fee above
Commercial Business/Property 3 rd Re-inspection Fee	Contract Fee above
Commercial Business/Property 4 th & after Re-inspection Fee	Contract Fee above



Process

- Owner registers the property
- Fire Department will send notice to schedule inspection and Inspection Checklist
- Owner has 30 days to schedule inspection
- Upon successful completion of inspection – inspector will send paperwork to FD
- FD will send out Commercial Business/Property Occupancy Permit
- Owner posts permit in plain view near entrance



Inspection Form

EXTERIOR AREA/STRUCTURE				REF.
YES	NO	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Address numbers clearly visible from the street.	IFC 505.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof and walls are not deteriorated and do not have paint peeling in excess of 50% of the total area.	IPMC 304.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessory building(s) and fence(s) are in acceptable condition.	IPMC 302.7/304.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Doors are operable and locks are functional	IPMC 304.15
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Windows and skylights are operable and undamaged. No torn screens or broken windowpanes	IPMC 304.13
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chimneys appear to be structurally safe and undamaged	IPMC 304.11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation appears to be adequate and in good repair	IPMC 304.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property does not have broken, rotten, split, or buckled walls	IPMC 304.6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairways, porches, decks, and balconies have flooring, supports, and handrails in acceptable condition	IPMC 304.10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site appears to have adequate grading and drainage	IPMC 302.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Known cisterns, wells, or other hazards are fenced, covered, or filled	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property is not overgrown with weeds or brush. Yard is properly mowed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property does not have an accumulation of garbage, junk, rubbish, or debris	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property is not providing habitation for rodents, wild animals, or other vermin	IPMC 302.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property does not have any illegal vehicles on site	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property does not have unsafe storage of combustible material	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the property has guttering, it is in a safe and acceptable condition	IPMC 304.7



Inspection Form

INTERIOR AREA/STRUCTURE			
YES	NO	N/A	REF.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walls, ceilings, and floors are structurally sound and in acceptable condition. Not splitting, sagging, leaning or buckling due to defective material or deterioration IPMC 305.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The building is maintained in a safe and sanitary manner IPMC 305.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All stairs are in acceptable condition. All stairs must have handrails and balusters or similar features that prevents a fall hazard from the open-side IPMC 305.4/305.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handrails are firmly fastened and in acceptable condition for all stairs IPMC 305.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is adequate ventilation and no signs of leakage or mold inside
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The carpet not excessively ripped or torn creating a possible trip hazard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is no evidence of mice or rodents IPMC 302.5
PLUMBING			
YES	NO	N/A	REF.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All applicable plumbing fixtures have hot and cold water and are connected to sanitary sewer system with proper clearance for usage and cleaning IPMC 505.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restrooms provide adequate privacy and ventilation for users IPMC 503.1



Inspection Form

ELECTRICAL/MECHANICAL				
YES	NO	N/A	REF.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical service is properly maintained and is sufficient to support the electrical usage	IFC 605.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear working space in front of electrical panel min. 30" width, 36" depth, and 78" in height	IFC 605.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical panel is clearly marked and circuits are properly labeled.	NEC 408.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Door to electrical control panel room clearly marked with sign stating "ELECTRICAL ROOM"	IFC 605.3.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No unsafe or exposed wiring	IFC 605.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No extension cords in lieu of permanent wiring	IFC 605.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Above ground gas meters, regulators, and piping subject to damage protected by barrier	IFC 603.9
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Commercial kitchen hood maintained and inspected biannually - fire suppression system annually	IFC 904.12.5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heat producing appliances maintained	IFC 603.5.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chimneys and appliances maintained to not create a fire or environmental hazard	IFC 603.6.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate clearance for service is provided on the control side of all HVAC and utility appliances	IFC 603.5.2



Inspection Form

FIRE/SAFETY				REF.
YES	NO	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exits	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aisles maintained (36" min. public area - 28" employee area)	IFC 1020.2/1018.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit door locks and hardware installed and maintained per code	IFC 1010.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit signs installed and maintained where required.	IFC 1013.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exit signs illuminated with battery backup	IFC 1013.6.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Means of egress illumination provided with battery backup	IFC 1008.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exitways are clear from obstructions	IFC 1031.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No storage under exit stairs	IFC 315.3.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assembly occupancies have the occupant load posted by the main door	IFC 1004.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguishers	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper size (all occupancies required)	IFC 906.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper spacing and mounting (max. 75' travel distance)	IFC 906.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers are not obstructed from view	IFC 906.6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers maintained annually	IFC 906.2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Alarm Systems	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintained and operational with proper inspection tag - maintained annually	IFC 907.8.5



Inspection Form

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Sprinkler Systems	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintained and operational with proper inspection tag - maintained annually	IFC 901.6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FDC has no obstructions and is in working condition	IFC 912.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler head clearance maintained at minimum of 18" below sprinkler heads	IFC 315.3.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No storage within 24" of ceiling in non-sprinklered buildings	IFC 315.3.1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No combustible storage within mechanical, electrical, or equipment rooms	IFC 315.3.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate clearances from ignitions sources for all storage provided	IFC 315.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accumulation of combustible storage within reason	IFC 315.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compressed gas cylinders secured	IFC 5303.5.3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Motor vehicle fuel dispensing in accordance with IFC Chapter 23	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List above/below ground fuel storage tanks	
Notes:				
<input type="checkbox"/>	<input type="checkbox"/>	Contact information is current		
<input type="checkbox"/>	<input type="checkbox"/>	Preplan information is current		



Questions



Contact Information

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