



Newton Fire Department
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City of Newton Commercial Business/Property Inspection Checklist

All commercial/business properties within the City of Newton must be registered by December 31, 2021 and must be regularly inspected according to the schedule in the Administrative Policy. The checklist below is a simplified summary of items that will be inspected during the inspection process. This document should be understood as general guidance to the Commercial/Business Property Inspection Program and should not be construed as a legally binding code. More information and references to the Newton Municipal Code can be found in Appendix C: Inspection Form.

ADMINISTRATIVE COMPLIANCE

- D Property owner applies for commercial business/property occupancy permit before occupants/tenants can be allowed.
- D Ownership (and, if applicable, management) contact information clearly identified on the application.
- D Commercial Business/Property Permit applied for and renewed each year.
- D Inspection conducted once every three years for properties (problematic properties will be inspected annually).
- D Registration fees paid and addressed to "City of Newton."
- D Contact information posted visibly on site

EXTERIOR AREAS/STRUCTURE

- D Property has address number(s) clearly visible from the street.
- D Roof and walls not deteriorated and don't have paint peeling in excess of 50% of the total area.
- D Accessory building(s) and fence(s) are in acceptable condition.
- D Doors are operable and locks are functional.
- D Windows and skylights are operable and undamaged. No torn screens or broken window panes.
- D Chimneys appear to be structurally safe and undamaged.
- D Foundation appears to be in adequate and in good repair
- D Property does not have broken, rotten, split, or buckled walls.
- D Stairways, porches, decks, and balconies have flooring, supports, and handrails in acceptable condition.
- D Site appears to have adequate grading and drainage.

- D Known cisterns, wells, or other hazards are fenced, covered, or filled.
- D Property is not overgrown with weeds or brush. Yard is properly mowed.
- D Property does not have an accumulation of garbage, junk, rubbish, or debris.
- D Property is not providing habitation for rodents, wild animals, or other vermin.
- D Property doesn't have illegal vehicles on site.
- D Property does not have unsafe storage of combustible material.
- D If the property has guttering, it is in a safe and acceptable condition.

INTERIOR AREAS/STRUCTURE

- D Walls, ceilings, and floors are structurally sound and in acceptable condition. No splitting, sagging, leaning, or buckling due to defective material or deterioration.
- D The building is maintained in a safe and sanitary manner.
- D All stairs are in acceptable condition. All stairs must have handrails and balusters or similar feature(s) that prevents a fall hazard from the open-side.
- D Handrails are firmly fastened and in acceptable condition for all stairs.
- D There is adequate ventilation and no signs of leakage or mold inside.
- D The carpet is not excessively ripped or torn creating a possible trip hazard.
- D There is no evidence of mice or rodents.

PLUMBING

- D All applicable plumbing fixtures have hot and cold water and are connected to sanitary sewer system with proper clearance for usage and cleaning.
- D Restrooms provide adequate privacy and ventilation for users.

ELECTRICAL/MECHANICAL

- D Electrical service is properly maintained and is sufficient to support the electrical usage.
- D Clear working space in front of electrical panel min. 30" width, 36" depth, and 78" in height
- D Electrical panel is clearly marked and circuits are properly labeled
- D Door to electrical control panel room clearly marked with sign stating "ELECTRICAL ROOM"
- D No unsafe or exposed wiring
- D No extension cords in lieu of permanent wiring
- D Above ground gas meters, regulators, and piping subject to damage protected by barrier
- D Commercial hood fire suppression system maintained and inspected biannually
- D Heat producing appliances maintained
- D Chimneys and appliances maintained to not create a fire or environmental hazard
- D Adequate clearance for service is provided on the control side of all HVAC and utility appliances.

FIRE SAFETY REQUIREMENTS

Exit Requirements:

- D Aisles maintained (36" min. public areas – 28" employee areas)
- D Exit door locks and hardware installed and maintained per code
- D Exit signs installed and maintained where required.
- D Exit signs illuminated with battery backup
- D Means of egress illumination provided with battery backup
- D Exit ways are clear from obstructions
- D No storage under exit stairs
- D Assembly occupancies have the occupant load posted by the main door

Fire Extinguishers

- D Proper size (all occupancies required)
- D Proper spacing and mounting (max. 75' travel distance)
- D Fire extinguishers are not obstructed from view
- D Fire extinguishers maintained annually

Fire Alarm Systems

- D Maintained and operational with proper inspection tag - maintained

Fire Sprinkler Systems

- D Maintained and operational with proper inspection tag - maintained annually
- D FDC has no obstructions and is in working condition
- D Sprinkler head clearance maintained at minimum of 18" below sprinkler heads

Storage

- D No storage within 24" of ceiling in non-sprinklered buildings
- D No combustible storage within mechanical, electrical, or equipment rooms
- D Adequate clearances from ignitions sources for all storage provided
- D Accumulation of combustible storage within reason
- D Compressed gas cylinders secured
- D Motor vehicle fuel dispensing in accordance with IFC Chapter 23
- D List above/below ground fuel storage tanks