

Business License Checklist

Business Name: _____	Date: _____
Business Address: _____	Business License #: _____

EXITS, STAIRWAYS AND AISLES

1. Exit door needs a thumb latch lock or a sign in one-inch letters stating: "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" - Location of door(s) _____.
2. Deadbolts are not allowed on exit doors. Replace with approved locking devices.
3. Exit doors and/or exit corridors are not obstructed by storage or other items.
4. Storage is allowed under exit stairways only when sheetrocked and taped to meet a one-hour fire rating.
5. Aisle spacing must be: 24" where no public access is allowed, storage rooms, etc., 36" where merchandise or other similar obstructions are on one side only, and 44" where merchandise or other similar obstructions are on two sides.
6. Stairways must have a handrail, centered between 34" & 38" above the front nose of the steps, continuous from the top of the stairs, with ends terminating in a newel post or returned to wall.
7. Exit lights not externally or internally lit.
8. Emergency egress illumination is required typically when two or more exits are required IBC1006
12. Other: _____

ELECTRICAL

1. Replace all missing or broken electrical cover plates on outlets or light switches.
2. Electrical panels need clearances maintained: 30" wide x 3' in front to a height of 6-1/2'.
3. Open knock-outs in panelboxes need blanks installed.
4. Junction boxes need covers installed or blanks in empty knockouts.
5. Label all circuits in the electrical panelbox.
6. Extension cords cannot be used for permanent wiring. Fused disconnect strips are allowed to be used, but they must be plugged into a wall outlet, and cannot be banked in tandem. The appliance must be plugged into the power strip. Fused disconnect strips are available with long cords.
7. Panel box(es) need cover(s).
8. All junctions must be in junction boxes. Boxes must remain exposed.
9. All cords across pathways need approved cord covers.
10. Outlet "doubler" must be fused-type.
11. All breakers marked spare to be kept in the off position.
12. Other: _____

HEATING EQUIPMENT

1. Have vent pipes repaired or checked on furnace, water heater.
2. Furnace room needs combustion air vents.
3. B-vent clearance must be maintained.
4. Water heater needs seismic strap - within top & bottom 1/3. 16 gauge material or equivalent.
5. Keep all combustibles at least 3' away from furnace and/or water heater.
6. Gas meters and piping exposed to possible vehicle damage need protection (bollards).
7. Flexible gas line to water heater and/or furnace needs to be checked/replaced.
8. Other: _____

EXTINGUISHERS

Fire extinguishers need service annually; check tag. Your expiration date was _____

Fire extinguishers for most business license inspections will need to be a minimum **2A-10BC** in size. They need to be located so that the travel distance is not greater than 75 feet between extinguishers throughout the building, best placed by exit doors. They should be mounted on the wall 3 to 5 feet high at the top of the extinguisher, but they may also be placed on a shelf off the floor.

PLUMBING

1. Restrooms must be available for employees, and hot and cold water are required.
2. Restrooms facilities must meet handicapped requirements: plumbing under sinks must be protected, lever handles, grab bars, signage.
3. Exhaust fan must be operational and discharge to the exterior.
4. Hose bibbs require backflow prevention
5. Other: _____

HOUSEKEEPING

1. Keep outside containers at least 10' from the buildings.
2. Keep all combustibles at least 10' away from buildings, building overhangs, and property lines.
3. All trash dumpsters need to be a minimum of 5' away from buildings with combustible walls and overhangs.
4. Keep oily rags in a closed metal can.
5. Keep caps and lids on all combustible and flammable cans and containers.
6. Combustible and flammable liquids can only be stored in approved containers. (Red plastic or metal)
7. No storage of combustible materials are allowed in equipment rooms (Mechanical & Electrical rooms).
8. Compressed gas cylinders need to be secured to prevent falling. (CO2, O2, helium, etc.)
9. Other: _____

FIRE SPRINKLERS

1. 18" of clearance is required for storage below sprinkler heads.
2. Main fire sprinkler riser needs to be visible and accessible.
3. Fire sprinkler system needs to be electronically supervised for water flow and main valve tamper, if the building has over 20 sprinkler heads.
4. Chain and lock the main fire sprinkler valve in the open position in buildings not required to be electrically supervised.
5. Outside Fire Department connection for the fire sprinkler system must not be obstructed in any way, (fences, vegetation, etc.) They need to have end caps in place.
6. Spare fire sprinkler heads and wrench are required by the main fire sprinkler riser.
7. Replace damaged fire sprinkler heads.

FIRE MARSHAL INSPECTION NEEDED

1. Unified Fire Authority Phone # **801-743-7230**

ADDRESS: Address numbers need to be visible from the street, a minimum 4 inch letters (or larger) with contrasting background.

OTHER: Anti-tip device required on free standing range.

WITHIN TWO WEEKS MAKE CORRECTIONS THAT HAVE BEEN MARKED AND CALL 385-468-6688 FOR REINSPECTION.

A COPY OF THIS CHECKLIST MUST REMAIN ON SITE FOR REINSPECTION.

Inspector: _____