

Commercial Business Inspection Checklist

Commercial Inspections: Should any of the listed items below not be in compliance, a re-inspection will be required. After two (2) re-inspections an additional fee may be required.

- Fire alarm and detection systems must be operational, and proof of annual inspection and testing must be provided. _____
- Sprinkler / Standpipe connections are properly marked. _____
- Fire suppression systems must be operational, and proof of current annual inspection and testing must be provided. Sprinkler heads must have 18" of clearance. _____
- Commercial kitchen suppression systems / hoods have been inspected every 6 months and in compliance with the code. _____
- All fire extinguishers must be operational and the annual inspection tags must be attached to each extinguisher. _____
- The Emergency Contact Form must be filled out. _____
- A Knox Box (Fire Department Key Box) must be installed for all Commercial Businesses. Contact the Fire Marshal for additional information. _____
- All fire rated doors and assemblies must be operational and free of defects or damage. _____
- All required exit signs and emergency lighting must be provided and operational. _____
- The property address must be displayed on the front and rear doors and clearly visible from the street. Numbers must be a contrasting color from the background and a minimum of 6" high. _____
- All electrical wiring and equipment must be operational and free of defects. Cover plates must be in place at all switches, outlets, and junction boxes. Wire splices must be within approved junction boxes. No extension cords are permitted. _____
- All circuit breaker / fuse box (s) must be properly secured, labeled and free of openings. A cover plate, breaker or fuse must fill every opening. _____
- All interior wall surfaces must be free of openings or damage. _____
- All exterior walls, glazing and roof surfaces must be weather tight and free of openings or damage. _____
- Handrails and/or guardrails must be provided at all stairs, decks or walking surfaces >30" above grade. _____
- All plumbing fixtures must be operational with appropriate signage in place. _____
- Hot water heater / boiler pressure relief valves must be provided and terminate within 6" of the floor. _____
- Functioning windows or operational mechanical exhaust fans must be provided in all bathrooms. _____
- Sump pump discharge must be to the exterior of the building and may not discharge into the sanitary sewer system. _____
- Number of vending machines / small games of chance. _____
- Exits are not blocked and are free of storage. _____
- Any other deemed safety violations by the inspector. _____