



CITY OF SAN PABLO

BUSINESS LICENSE SAFETY **INSPECTION**

A business safety inspection is required to ensure health, safety and general welfare of the public and to confirm that the structure complies with criteria of code for public safety. A business safety inspection is required when a new business is opened, ownership change, name change or if an existing business moves to a different location.

ADDRESS

- Install address number (minimum 4" in height) must be plainly visible and legible from street.
- Repair all breached, damaged separation walls, ceiling and/or fire doors.

EXITS

- All EXITS must be kept clear from any obstructions or obstacles.
- Exit doors shall be operable from the inside without the use of a key or any special knowledge or effort.
- All EXIT signs must be in place where required. The EXIT signs must have minimum 6" in height, ¾" in width letters.
- EXIT signs must be illuminated when the building is occupied.
- The occupant load sign must be posted visible at the main entrance to the building.
- The EXIT door(s) must have a permanent sign above the door that states "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" with a minimum 1" high letters on a contrasting background.
- Exit doors shall swing in the direction of exit travel when serving an occupancy load exceeding 49 persons.
- Exit doors shall be maintained in an operable condition at all times.
- Emergency lighting provided must be maintained and in operable condition.
- ADA requirements, path of travel, parking and signage.

ELECTRICAL

- Discontinue the use of extension/electrical cords in lieu of permanent wiring.
- Replace damaged/hazardous and/or spliced electrical wire.
- Install junction box cover; receptacle covers; panel/dead front covers on open electrical.
- Label the main electrical service and any sub-panel circuit breakers.
- Provide a minimum 30" wide by 36" in depth working clearances at the electrical service(s)/sub-panels.
- Extension cords shall not be used as a substitute for permanent wiring.
- All electrical outlets, switches and junction boxes shall be properly covered with cover plates and

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the electrical system should be safe from apparent shock and/or other electrical hazards.

- Circuit breakers/fuses shall be labeled so as to identify the area protected and shall be clear of any tape, string, or wire.
- No electrical cords extending through walls, ceilings, floors, under doors, or floor covering.
- Unused openings in panel boxes shall be closed
- All electrical outlets within six foot of a water source must be GFCI

PLUMBING

- Install/replace pressure-temperature relief valve to discharge to an approved location.
- Install/replace damaged or missing plumbing fixtures, traps, controls, clean-outs and backflow preventers.
- Accessible gas shut-off valves are required at all gas appliances.
- Hot water heater must be seismically strapped.
- All plumbing fixtures are working properly and without leaks.

FIRE EXTINGUISHING SYSTEMS/APPLIANCE

- Install and/or service portable fire extinguishers (min 2A/10BC) or larger rating. (Contact the Anderson Fire Protection District for type/placement).
- Mount fire extinguishers where readily available with the top not higher than 54” from the floor.
- Automatic extinguishing system must be serviced by a licensed professional annually.
- Repair automatic fire sprinkler system (if applicable).

WASTE MATERIALS

- Remove all accumulations of debris, garbage, hay, grass, weeds from property.
- All combustible materials (i.e. oily rags or wastepaper) must be stored in a tight fitted approved metal container.
- The trash dumpster must be located in an approved trash enclosure per City of San Pablo Municipal Code.

MECHANICAL

- Mechanical equipment must have clearances from combustibles per the manufacturer’s specifications and code requirements.
- Seismic straps are required at the upper and lower 1/3 of the water heater with a minimum of 4” clearance above the controls.
- Mechanical equipment must meet the combustion air and venting requirements per the current California Plumbing and Mechanical Codes.

FIRE DEPARTMENT CLEARANCE

- The fire safety inspection must be completed prior to the business license approval. Contact the Contra Costa County Fire Protection District by calling (925) 941-3300 to schedule the fire safety inspection for your business.

PERMITS REQUIRED

- If any work has been completed at the business prior to obtaining a building permit, you will be informed to obtain a building permit. Permits are required for any changes or additions to the Building, Electrical, Plumbing and Mechanical systems per the latest California Codes. Sign's require approvals from Planning and Building permit.

MISCELLANEOUS

- ❑ Obtain a permit from the Building Division for: _____
- ❑ Obtain a permit for sign: _____
- ❑ Obtain approvals/permit from the Health Department for: _____
- ❑ Obtain approvals/permits for the CC Fire District for: _____
- ❑ Obtain approvals from West county Sewer District: _____

NOTES:

ALL FOOD PREPARATION BUSINESS MUST CONTACT THE HEALTH DEPARTMENT

This list is a general guideline provided as a Courtesy of Building Department. Specific requirements may apply, as code requires. If you have questions, please call the Building Department Office.

NOTE: It is always a good idea to check with the City's Planning & Building Department Office to ensure that you have all the required permits and requirements in place before opening your business.