



# Business License Inspection Checklist

## Exiting, Egress, and Emergency Lighting

- 1. Check exits to make sure that they have an exit sign. Exit signs shall be a minimum of 6 inches in height.
- 2. Emergency lighting provided must be maintained and in operable condition.
- 3. Front exit doors that have locks shall bear a sign "This door to remain unlocked during business hours." The sign shall be 1 inch high on a contrasting background.
- 4. Neither exit door or exit path shall be obstructed in any manner.
- 5. Exit doors shall be maintained in an operable condition at all times.
- 6. Exit doors shall swing in the direction of exit travel when serving an occupancy load exceeding 49 persons.
- 7. Doors equipped with panic hardware shall not have thumb-operated devices, dead-bolts, or other similar devices.

## Electrical

- 1. Extension cords shall not be used as a substitute for permanent wiring.
- 2. Appliance cords shall be kept in good repair and without splices.
- 3. All electrical outlets, switches and junction boxes shall be properly covered with cover plates and the electrical system should be safe from apparent shock and/or other electrical hazards.

- 4. Electrical panels shall have a minimum clearance of 30" wide, 36" deep and 6'-6" high that has a 36" wide access path to them.
- 5. Circuit breakers/fuses shall be labeled so as to identify the area protected and shall be clear of any tape, string, or wire.
- 6. No electrical cords extending through walls, ceilings, floors, under doors, or floor covering.

### Miscellaneous

- 1. Approved address numbers on building.
- 2. Hot water heater must be seismically strapped.
- 3. Furnace and water heaters must have combustion air flow for the unit and proper clearance for the vents.
- 4. Any new construction, electrical, plumbing, or mechanical is required to have a permit.
- 5. All plumbing fixtures are working properly and without leaks.