

BUILDING INSPECTION CHECKLIST FOR BUSINESS LICENSE REVIEW/REQUEST

This Checklist is to be used for building inspections by code enforcement officers when a request is made in regard to review of existing or request for new business licenses. The form is designed to prompt the inspector to observe for the conditions listed and respond in the “yes” column if everything is in order. Any “no” answer should be accompanied by an explanation in the “comments” column to assist in identifying and correcting the problem.

Item	YES	NO*	Description	Comments (Be Specific!)**
BUILDING EXTERIOR (Including corridors and passageways to exits, including the exit)				
1			Are stair, landings and handrails in place on both sides of staircase and in good condition and fastened securely? Are stair treads in good condition?	
2			Is the building address or identification clearly visible?	
3			Are exterior lights in working order?	
4			Does the building appear to be in good repair?	
5			Are exits properly marked and illuminated? Are passageways adequately illuminated with all bulbs working?	
6			If emergency lights are installed, are they functional?	
7			Is building free from signs of vandalism?	
8			Are exterior walls free from cracks or other damages?	
9			Are windows free from cracks or broken panes?	
10			Has vegetation been cut back from the building?	
11			Is the building free from signs of exterior damage?	
BUILDING INTERIOR				
1			Have all electrical circuits been identified?	
2			Are all electrical panels secured?	
3			Are all electrical switches and receptacles in good repair?	
4			Is proper clearance provided around all heating equipment?	
5			Are furnace/boiler rooms kept locked and free from combustible storage?	
6			Do heating and cooling thermostats appear to be in good working order?	
7			Is building free of any leaks in exposed heating/cooling/plumbing pipes or lines or in areas where pipes run through the walls or foundation?	
8			Are all toilets operating properly?	

9			Are all faucets operating properly? Any leaks?	
10			Is building free of any problems with sink or tub water pressure?	
11			Are all drains draining properly?	
12			Is building free of cracks in tile or other floor finishes?	
13			Are interior walls and ceilings free from cracks or other damage?	
14			Do kitchens (if applicable) and bathrooms have proper venting?	
15			Is water heater operating properly?	
16			Is building free of any cracks on toilet tank, bowl or on sinks?	
GENERAL SAFETY, CODE/ZONING CONSIDERATIONS				
1			Does location meet current parking requirements?	
2			Does location meet current signage requirements?	
3			Does location meet current setback/buffer requirements?	
4			Are all uses at the location legal and/or conforming?	
5			Have outdoor grassy/turf areas been inspected for holes, exposed roots, etc. and documented?	
6			Are paved surfaces, including parking lots and sidewalks free of lifts or cracks, etc. and in safe condition?	

* "NO" answers must be accompanied by comments that explain corrective action needed. Code Enforcement Officers should report deficiencies directly to Business Licensing Division.

**Location: _____

Report completed by: _____ (print name) Date: _____

Title: _____

Acknowledgement by Business Owner/Applicant:

Print Name: _____ Signature _____ Date: _____