



**COMMERCIAL OCCUPANCY INSPECTION CHECKLIST**  
(C=Compliant, NC=Non-Compliant)

★ **Fire & Sprinkler Alarm Inspections**

This checklist is not all-inclusive. Per Ordinance 18-49, *Occupancy Permits & Inspections*, other potential Code violations may be identified and must be corrected accordingly.

PROPERTY ADDRESS: \_\_\_\_\_

Business Name: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_ OWNER PHONE: \_\_\_\_\_

Inspection Request     1     2     3 fee required     4 fee required

	<b>* Fire &amp; Sprinkler Alarm Systems</b>	<b>C</b>	<b>NC</b>
	All sprinkler valves open and supervised		
	Annual sprinkler test certificates present		
	Sprinkler cabinet		
	Backflow preventer		
	FD connection unobstructed		
	Sprinkler system monitored off premises		
	Fire Alarm panel operating		
	Annual fire alarm inspection		
	Manual pull stations operable		
	<b>Extinguishers</b>	<b>C</b>	<b>NC</b>
	Fire extinguishers present		
	Extinguishers mounted & visible		
	Inspection tag present		
	Extinguishers tag current		
	<b>Exit Lights</b>	<b>C</b>	<b>NC</b>
	Emergency Lights working properly		
	Exit signs located at all exits		
<b>Code</b>	<b>Separations</b>	<b>C</b>	<b>NC</b>
<b>304.1</b>	Vertical openings must be sealed		
<b>604.3</b>	Drywall separation walls and ceilings		
<b>Code</b>	<b>Bathrooms</b>	<b>C</b>	<b>NC</b>
<b>604.3</b>	Electrical System Hazard		
<b>605.2</b>	Receptacles (GFCI)		
<b>403.2</b>	Windows/Vented		
<b>504.3</b>	Plumbing Systems		
<b>Code</b>	<b>Kitchen/Breakrooms</b>	<b>C</b>	<b>NC</b>
<b>604.3</b>	Electrical System Hazard		
<b>605.2</b>	Receptacles (GFCI)		
<b>603.4</b>	Gas Shutoffs		
<b>504.3</b>	Plumbing Systems		

<b>Code</b>	<b>Electrical Panel</b>	<b>C</b>	<b>NC</b>
<b>604.3</b>	Electrical System Hazard		
<b>604.2</b>	Missing Blanks at Panel		
<b>605.1</b>	Shut offs labeled clear of obstructions		
<b>605.1</b>	36" clearance at electrical panels		
<b>Code</b>	<b>Electrical</b>	<b>C</b>	<b>NC</b>
<b>604.3</b>	Wiring in conduit including unfinished areas		
<b>604.2</b>	Cover plates at junction boxes, and outlets		
<b>605.1</b>	Exterior wiring weather rated or in conduit		
<b>605.1</b>	Electric splices located inside junction boxes		
<b>Code</b>	<b>Exterior Structure &amp; Property</b>	<b>C</b>	<b>NC</b>
<b>304.2</b>	Exterior Painting		
<b>304.3</b>	Street Numbers		
<b>302.1</b>	Sanitation		
<b>304.6</b>	Exterior Walls		
<b>304.7</b>	Roof & Drainage		
<b>304.9</b>	Overhangs Extensions		
<b>302.3</b>	Sidewalks & Driveways		
<b>304.1</b>	Windows & Door Frames		
<b>304.1</b>	Doors & Locks		
<b>302.4</b>	Weeds		
<b>302.7</b>	Accessory Structures		
<b>302.6</b>	Exhaust Vents		
<b>Code</b>	<b>Mechanical</b>	<b>C</b>	<b>NC</b>
<b>603.1</b>	Appliances properly installed		
<b>603.3</b>	Clearance to combustibles		
<b>603.4</b>	Safety Controls/shut off valves		
<b>603.5</b>	Combustion Air for space		
<b>Code</b>	<b>Elevators</b>	<b>C</b>	<b>NC</b>
<b>606.1</b>	Current certificate displayed		
<b>606.2</b>	Posted in public		

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>RE-INSPECTION</b>	<b>DATE</b>	<b>TIME</b>
OCCUPANCY INSPECTION	APPROVED	DENIED

**Inspector's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_