



Certificate of Occupancy Checklist-(Commercial)

Address: _____

Contact Person: _____

Phone Number: _____

Email: _____

General Inspection Checklist

EGRESS & EXIT

- Are the exits clear and unlocked (36" width clear and unobstructed to any exit)?
- Are your exits and fire escapes free of ice & snow during the winter?
- Are the paths leading to the exit doors clear?
- Do the emergency lights work
- Are Exit signs present and working
- Is the exterior fire escape in good condition?
- Are handrails present and in good condition on all stairs?
- In a hotel, motel or dormitory is an escape plan posted on the back of each guest room door?
- All Egress door hardware intact and working properly?

AUTOMATIC FIRE PROTECTION

- Do the smoke alarms and fire alarm system work?
- Has the fire alarm system and/or sprinkler system been tested on a quarterly or annual basis as required?
- Do fire doors close automatically and latch?
- Are fire doors kept closed or held open only with magnetic locks? Not propped open
- If a hood system is used . . . has the hood and duct been cleaned recently?

- Gas leak detection device located next to gas appliances

FIRE SUPPRESSION & EMPLOYEE SAFETY

- Are the fire extinguishers charged and easy to access?
- Is the location of each fire extinguisher clearly marked?
- Have the fire extinguishers and fixed extinguisher system (if applicable) been serviced within the last year?
- Is the building's emergency action plan posted or known by all employees?

HOUSEKEEPING

- Does the heating equipment room contain only items associated with the operation of the heating equipment?
- Is the building kept free of excessive combustibles in storage?
- Are flammable liquids (gasoline) outside or in listed flammable liquid storage cabinets?
- Are propane cylinders stored outside?
- Is the building number displayed on the street side of the building and in accordance to city ordinance? Numbers and letters shall be white reflective with black reflective background and a white reflective trim. Font shall not be cursive. Minimum of (9) inches high on (11) inch background. Background width shall not be less than (12) inches.
- Is there an emergency action plan regarding the handling and storage of hazardous materials?
- Is the use of extension cords limited and not used in place of permanent wiring?
- All exterior property and premises shall be free from any accumulation of trash and debris

BULDING SERVICES

- Has the elevator been checked within the last year?
- Have you complied with the City Ordinance regarding a Knox Box if applicable?
- Electrical panels labeled and are they accessible (three feet clearance)
- GFCI used in wet areas, within 6ft of sinks, along counter tops, outside locations
- Old electrical wires discontinued or boxed off

- Vents operable in bathrooms
- All light switches work
- Electrical outlets are covered
- Are all plumbing fixtures properly installed and maintained in working order.
- Are plumbing fixtures properly connected to a water system and supplied with hot and cold running water: for water heaters a pressure relief valve and relief valve discharge pipe shall be properly installed and maintained.

- Passed Inspection Yes / No**

- Re-Inspection Required Yes / No**

- CEO**_____

- Date:**_____