
The items listed are not all inclusive. These are some of the common corrections cited during a Certificate of Occupancy inspection. Some items may change or additional items may be added during the inspection.

Address

Address and/or suite numbers shall be posted

Minimum 6" height

Shall be a contrasting color of the surface they are attached so to be easily visible

Must be visible from firelane or street

If part of a multi-tenant building the address / suite number shall be posted on rear door with minimum 4" numbers and be of contrasting color with the door

Electrical Panels Located Inside

Shall maintain a clear workspace a minimum 36" in front of the panel and a minimum 18" on both sides of the panel

A workspace shall be clearly marked on the floor with red paint / tape, or an **approved** sign stating "No Storage 36" in front and 18" on both sides".

Electrical panels shall be sealed with a breaker or a "knockout" so that there are no openings within the service panel.

Mechanical Rooms / Closets

Rooms or closets containing water heater (s) or HVAC system shall be labeled as Mechanical Closet, and rooms or closets containing a fire sprinkler riser shall be labeled as Fire Sprinkler Riser Room.

No storage shall be allowed within such area

Fire Extinguishers

A minimum 5lbs ABC type fire extinguisher is required per 1,500 square feet of floor space

Shall be located in the path of egress (hallways / corridors leading to an exit door)

Shall remain unobstructed

Must be mounted a **maximum** of 5' above the floor measured to the top of the extinguisher

Must be inspected by a qualified 3rd party annually. If purchased; a copy of the receipt shall be taped to the bottom of the extinguisher

Commercial Kitchens shall have a minimum of 1 class K extinguisher

Exit and Emergency Lighting

Exit and emergency lights are required to be operational. They can be tested by pressing the "test" button on the fixture itself. If lights do not come on when pressing the button the batteries may be dead or the light fixture may need to be replaced.

(Your business may not require an exit light. This will be determined at time of inspection)

Outlets and Switches

All outlets and switches shall be covered

Any damaged outlets or switches shall be replaced

Extension Cords

May not be used to permanently supply power to equipment.

Power Strips

Power Strips used to accommodate multiple connections must be directly plugged into an approved outlet

Firelane

If a firelane is required by the Fire Marshal's office it shall be maintained to remain visible.

Knox Box

If a Knox Box is installed; a copy of the keys used to access your building is required to be provided to the Fire Marshal

Means of Egress

All required means of egress, hallways / corridors leading to an exit door, shall remain unobstructed

Signage

All exterior signage shall be permitted by a separate sign permit prior to installation

Fire Prevention Systems

All fire alarm systems, fire sprinkler systems, vent-a-hoods, and ansul systems are required to be inspected by a qualified 3rd party annually. Documentation of these systems passing inspection will be required prior to approval for your certificate of occupancy.

Miscellaneous Storage

Items shall not be stacked or stored closer than 18" of the ceiling height.

Restrooms

Shall be available to customers

Shall be labeled

Must have an exhaust fan that exhaust to the outside