



Planning and Development Department

**Certificate of Occupancy Inspection Request- Commercial**

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

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

**Check One:**

Is this property a Rental?    Yes \_\_\_\_\_    No \_\_\_\_\_

If yes, please fill out the information below.

Name of Renter: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Note to Occupant:**

- Do not move in until after the inspection has been completed and approved.
- Initial Inspection fee: \$60.00

*By signing below, you are stating that you have read and understood the minimum standard requirements, listed on the second page of this application, that you are required to meet in order to pass your Certificate of Occupancy inspection. Additionally, you are stating that you understand that if the property fails an inspection, you are not entitled to a refund. By signing below, you understand that an additional \$60.00 will be required if you fail the re-inspection and the inspector has to make a third trip to the property for the same Certificate of Occupancy inspection request.*

Signature: \_\_\_\_\_

## Planning and Development Department

### Review the Minimum Standard Requirements for a Certificate of Occupancy

#### Commercial

**Carbon Monoxide Alarm:** A detector is required when the presence of gas heat, gas appliances, an attached garage, or a fireplace.

**Sprinkler system:** may be required (tagged annually); will be required for any new restaurant or bar with occupants over 100 people.

**Fire extinguishers:** They shall be mounted in a visible place and in an accessible location which will be approved by inspectors (tagged annually).

- Light Hazard (offices) BC rating within 75' feet of travel maximum coverage of 3000 sq ft.
- Moderate hazard (retail, manufacturing, warehouse) within 75' travel maximum coverage 1500 SQ Ft.

**Electrical Equipment:** All electrical equipment, wiring, and appliances shall be properly installed and maintained in a safe and approved manner. Every Public Hall, interior stairway, toilet room, bathroom, laundry room, boiler room, and furnace shall contain at least one electric fixture. The Main Panel room is identified on the exterior.

**Receptacles:** Every receptacle shall have a cover

**Emergency Lighting:** required with two or more exits

**Exit Sign Illumination:** required with two or more exits

**Exit Doors Swing:** Opens in the direction of travel when the occupant load exceeds 50 or in Hazardous areas.

**Exit Locking Hardware:** The main entrance door may have "key locking" hardware on the door when a sign stating, "door shall remain unlocked during business hours" is posted.

**Exit Spacing:** Exits shall be placed apart at least ½ diagonal measurement of the room.

**Exit Route:** May not lead through hazardous rooms, exits must terminate at a public way not obstructed by parking stalls.

**Street Address:** Needs to be visible from the street. 4-inch reflective numbers are the minimum size on the front and back doors if applicable

**Roof Access:** if applicable, proper signage is provided.

**Elevators:** Lunar and override keys provided, firefighter recall tested, and state inspection posted.

**Kitchens:** Shall not be used for sleeping purposes.

**Dead End Corridors:** Not extend 20 feet.

**Knoll Box:** may be required.

**Hood System:** Required in structures where food is prepared (exception microwave)

**Handicapped Accessibility:** must be ADA Compliant.