



COMMERCIAL INSPECTION CHECKLIST

- Yards must be clean and cut
- No junked vehicles or vehicle parts allowed
- Plumbing (Traps, Vents, Leaks in Sewer, Leaking Water Lines, Etc.) pressure test on all new or repaired gas installations
- Electrical (Receptacle Covers, Breaker Box Cover, No Exposed Wiring, All Electrical Devices Operational, Etc.)
- Steps are required at all doors
- All outside door locks must work
- Floors, walls and ceilings must be in sound condition, no major holes
- No leaks in the roof or exterior walls
- All windows must be in place (no cracked or broken glass)
- Approved heating system and proper ventilation if A/C is not available
- Restrooms operable and restroom exhaust fans in place and operable
- Address numbers must be on the building (numbers should not be less than 3 ¾ inches in height)
- Exit signs and emergency lighting required
- All exits must be accessible and free of obstructions
- All signs must be approved and permitted
- Garbage enclosure
- All structures (including additions and storage buildings) are required to be permitted and to be inside property setbacks. If you are unsure of what your setbacks are or if you need permit information, please contact the Planning and Development Department at 420-1610.
- Temporary water and power are available; please contact the Planning and Development Department at 420-1610 for more information.

If a re-inspection is required a fee of \$25.00 will be charged before the re-inspection can be made.