

# COMMERCIAL INSPECTION CHECKLIST

Property Address:		Business Name:	
Present Use:		Contact Phone:	
Owner Name:		Contact Name:	
Owner Email Address:		Contact Email:	
Inspection Date:	Time:	Inspector:	
Place of Assembly:	Y N Occupancy Count:	Convenience	Retail Yes No

## CITY CODE<sup>1</sup>

- Chap 375 Zoning Ordinance
- Chap 151 Commercial Standards

### **The following apply only to convenience retail establishments:**

- 375-303(ii)C(1) Surveillance Cameras
- 375-303(ii)C(2) Drop Safe
- 375-303(ii)C(3) Clear Line of Sight
- 375-303(ii)C(4) Trash Receptacles
- 375-303(ii)C(5) No Loitering Sign
- 375-303(ii)C(6) Exterior Free of vending machines, merchandise & open storage
- 375-303(ii)C(7) Window Signage
- 375-303(ii)C(8) Window Openings – Transparent
- 375-303(ii)C(9) Exterior Free of Litter

## NYS PROPERTY MAINTENANCE CODE

- 302.1 Exterior Property Sanitation
- 302.2 Exterior Grading and Drainage
- 302.3 Sidewalk and Driveway
- 302.4 Weeds
- 302.5 Rodent Harborage/Infestation
- 302.6 Exhaust Vents/Fans/Pipes/Ducts
- 302.7 Accessory Structures
- 304.1 Exterior Structure in Good Repair
- 304.2 Protective Treatment - peeling/chipping paint
- 304.4 Structural Members – Free of Deterioration
- 304.5 Foundation Walls
- 304.6 Exterior Walls
- 304.7 Roofs and Drainage
- 304.8 Decorative Features
- 304.9 Overhang Extensions
- 304.10 Stairways, Decks, Porches and Balconies
- 304.11 Chimneys and Towers
- 304.12 Exterior Handrails and Guards
- 304.13 Window, Skylight and Door Frames
- 304.15 Exterior Doors
- 305.1 Interior General Requirements
- 305.2 Interior Structural Members

- 305.3 Interior Surfaces
- 305.4 Interior Stairs and Walking Surfaces
- 305.5 Interior Handrails and Guards
- 305.6 Interior Doors
- 305.7 Diaper Changing Stations
- 307.1 Handrails & Guardrails
- 308.1 Accumulation of Garbage
- 308.3 Disposal of Garbage
- 309.1 Extermination
- 403.3 Cooking Facilities
- 403.4 Process Ventilation
- 404.1 Occupancy Limitations – Privacy
- 404.7 Food Preparation
- 502.3 Hotels – Required Facilities
- 504.1 Plumbing Systems/Fixtures Requirements
- 504.2 Plumbing Fixture Clearances
- 504.3 Plumbing System Hazards
- 505 Water System Requirements
- 506.1 Sanitary Drainage System
- 507.1 Storm Drainage
- 602 Heating Facilities
- 603 Mechanical Appliances
- 604.1 Electrical Facilities Required
- 604.2 Electrical Service Size and Usage
- 605.3 Electrical Lighting Fixtures
- 606.1 Elevator, Escalator, Dumbwaiter – General
- 606.2 Elevator Maintenance and Operation
- 607.1 Duct System
- 702.1 Means of Egress
- 702.2 Aisles
- 702.3 Locked Doors
- 702.4 Emergency Escape Openings
- 703 Fire-Resistance Ratings
- 704 Fire Protection Systems

## NYS FIRE CODE

- 304.1 Waste Accumulation
- 304.2 Storage of Combustible Rubbish
- 304.3 Containers
- 308.1 Open Flame
- 310 Smoking
- 315 General Storage
- 404.2 Evacuation Plans
- 405.1 Emergency Evacuation Drills
- 407.2 Hazardous – Material Safety Data Sheets

<sup>1</sup> The provisions listed may not encompass all rules, regulations and laws that may be enforced. The City Code is available online at <http://www.ecode360.com/AL0934>

- Description of violations:**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

I, \_\_\_\_\_, hereby certify that I have inspected the premises known as \_\_\_\_\_. Furthermore, I attest that I have reviewed all of the above listed code sections and have made a determination as to whether the premises is in compliance with each and every one of the code sections listed. I have made clear markings for each code provision on the checklist. In the event the premises is not in compliance with a section of the code(s), I have indicated appropriately and made a specific notation explaining the deficiency and the action needed to be taken.

Date \_\_\_\_\_