

# 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>

- 407.3 Hazardous – Identification
- 505.1 Premises Identification – Address Numbers
- 506.1 Key Box – Required
- 506.2 Key Box – Maintenance
- 509 Fire Dept. – Access to Equipment - Identification
- 507.5.4 Fire Protection Water Supply – Obstruction
- 603.1 Fueled Appliances – Installation
- 603.6 Fueled Appliances – Chimneys
- 604.4 Emergency Power – Inspection and Testing
- 605.1 Electrical – Abatement of Hazards
- 605.3 Electrical Equipment – Clearance
- 605.4 Electrical – Multi-plug Adapter
- 605.5 Electrical – Extension Cords
- 605.6 Electrical – Unapproved Conditions
- 605.7 Electrical – Appliances
- 609 Kitchen Hood – Inspection and Maintenance
- 915 Carbon Monoxide Alarms
- 703.1 Fire-Resistance-Rated Construction
- 703.2 Open Protectives – Maintenance
- Sec. 903 Sprinkler Systems
- Sec. 904 Automatic Extinguisher Systems
- Sec. 907 Fire Alarm and Detection Systems
- 1004.3 Posting of Occupant Load

### Description of violations:

**Date for corrections and re-inspection:**

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.

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## Signature

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Date