



Vendor in the Central Business District Instructions

1. The following Applications must be Complete:
 - Business License Application
 - Application For Vendors In The Central Business District And/Or Employees
 - Depending on business classification, a Background Check Application, may be required.

Note: This license has an approval process to be completed by the City before we issue this license.

2. The fee for a Street Vendor License is \$250. This License is only for the rental of the space in the CBD. A regular business license for the type of business, for example retail and restaurant, will be needed based on gross receipts. See Business License Application and Instructions.

3. Businesses/Individuals are subject to all ordinances of the City of Greenville, including, but not limited to, the sections of the ordinance below. **Please read the following sections of the ordinance/code carefully to see what is required to obtain a Vendor In The Central Business District, Business License.**

ARTICLE IX. STREET VENDORS*

*Cross reference(s)--Streets, sidewalks and other public places, ch. 36.

Sec. 8-261. Findings.

It is found and declared that:

- (1) The primary purpose of the public streets and sidewalks is for use by vehicular and pedestrian traffic.
- (2) Vending on the public streets and sidewalks within the central business district and within 300 feet of the central business district promotes the public interest by contributing to an active and attractive pedestrian environment.
- (3) Reasonable regulation of street and sidewalk vending is necessary to protect the public, health, safety and welfare.
- (4) Vending within this area shall be restricted to specific locations and specific items as set forth in this article.
(Code 1985, § 6-12-1)

Sec. 8-262. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning: Central business district means that area so designated in the city zoning ordinance (chapter 50) from time to time by the city council.

Permitted merchandise means food, beverages, flowers, cards, pens and souvenirs of the region. No items of clothing other than T-shirts or caps shall be permitted to be sold.

Stand means any table, showcase, bench, rack, pushcart, wagon or any other device or wheeled vehicle which may be moved without the assistance of a motor and which is not required to be

licensed and registered by the department of motor vehicles, used for the displaying, storing or transporting of articles offered for sale by a vendor.

Vendor means any person engaged in the selling or offering for sale of food, beverages or permitted merchandise on the public streets or sidewalks, from a stand or motor vehicle or from his person.

(Code 1985, § 6-12-2)

Cross reference(s)--Definitions generally, § 1-2.

Sec. 8-263. Penalty.

Any person violating any provision of this article shall be guilty of a misdemeanor, and upon conviction shall be punished in accordance with section 1-5.

(Code 1985, § 6-12-12)

Sec. 8-264. License required.

It shall be unlawful to sell or offer for sale any food, beverage or permitted merchandise on any street or sidewalk within the city without first obtaining a license therefor, and it shall be unlawful to sell any other items not permitted by this article on the streets or sidewalks in the area of the central business district and within 300 feet of it. The required license shall be either a street vendor's license or an encroachment permit. Sales from vehicles are specifically prohibited in this area.

(Code 1985, § 6-12-3)

Sec. 8-265. Application for license; insurance.

The application for a vendor's license shall include the following:

- (1) The name and home and business address of the applicant, and the name and address of the owner, if other than the applicant, of the vending business.
- (2) A description of the type of food, beverage or merchandise to be sold.
- (3) The proposed location of the vending business.
- (4) A description and photograph of any stand to be used in the operation of the business.
- (5) Three prints of a full-face photograph, taken not more than 30 days prior to the date of the application, of any person who will sell or offer for sale any food, beverage or merchandise on any street or sidewalk within the city.
- (6) Proof of compliance with state requirements for licensing food vending carts.
- (7) Proof of an insurance policy, issued by an insurance company licensed to do business in the state, protecting the licensee and the city from all claims for damages to property and bodily injury, including death, which may arise from operation under or in connection with the license. Such insurance shall name the city as an additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date without 30 days' advance written notice to the city. The policy shall be in the currently required amount.

(Code 1985, § 6-12-4)

Sec. 8-266. Issuance of license; fee; term; conditions.

(a) Not later than 30 days after the filing of a completed application for a vendor's license, the applicant shall be notified by the revenue administrator of the decision on the issuance or denial of the license. Upon issuance of the license, a fee shall be due and payable as fixed from time to time by the city council and as set forth in the fee schedule in appendix A to this Code. This annual fee is in addition to the fee for the business license required for operation within the city.

(b) No license shall be issued to an applicant where either the applicant or any employee has a conviction within the last ten years for a crime of violence, a crime involving moral turpitude, or a crime involving drug convictions. A license issued pursuant to this section is valid for a period of one year, from January 1 to December 31. The license fee may be prorated on a quarterly basis and the fee shall be paid for any portion of the quarter in which the business is operated. After March 31, three-fourths of the fee shall be due; after June 30, one-half of the fee shall be due; and after September 30, one-fourth of the fee shall be due. No part of the fee may be refunded. A license to vend on the sidewalk shall specify the location from which vending is permitted and shall only be valid for vending at that location. Vending licenses shall be issued only for those locations approved by the city manager, and each location may be restricted to sales of specific items of permitted merchandise. An encroachment permit application shall have priority over an application for a vendor's permit. A food vendor permit shall not be issued for a location in front of an existing restaurant or food business.
(Code 1985, § 6-12-5)

Sec. 8-267. Prohibited acts.

No vendor shall:

- (1) Leave any stand unattended.
- (2) Store, park or leave any stand overnight on any street or sidewalk, or park any motor vehicle other than in a lawful parking place in conformance with city and state parking regulations.
- (3) Sell food or beverages for immediate consumption unless he has available for public use his own or a public litter receptacle which is available for his patrons' use.
- (4) Leave any location without first picking up, removing and disposing of all trash or refuse remaining from sales made by him.
- (5) Allow any items relating to the operation of the vending business to be placed anywhere other than in, on or under the stand from which the business is operated.
- (6) Set up, maintain or permit the use of any table, crate, carton, rack or any other device to increase the selling or display capacity of his stand where such items have not been described in his application.
- (7) Solicit or conduct business with persons in motor vehicles.
- (8) Sell anything other than that which he is licensed to vend.
- (9) Vend without the insurance coverage specified.
- (10) Sell from a stand on the sidewalk so as to block the sidewalk or restrict the passageway to less than six feet, or so as to block the entranceway to any building, nor shall a license be issued for such activity under any circumstances. Also, no vending shall be permitted to block any driveway, crosswalk or bus stop.
- (11) Allow the stand or any other item relating to the operation of the vending business to lean against or hang from any building or other structure lawfully placed on public property, without the owner's permission.

(Code 1985, § 6-12-6)

Sec. 8-268. Maximum size of stands.

No vending stand shall exceed four feet in width and six feet in length and six feet in height.

(Code 1985, § 6-12-7)

Sec. 8-269. Display of licenses.

All licenses issued to a vendor shall be displayed at all times during the operation of the vending business, to include the vendor's license, business license, and any state inspection or license required.

(Code 1985, § 6-12-8)

Sec. 8-270. Advertising on stands.

No advertising, except the posting of prices, shall be permitted on any stand except to identify the name of the product or the name of the vendor.

(Code 1985, § 6-12-9)

Sec. 8-271. Renewal of license.

All licenses issued under this article are valid for the entire licensing period unless revoked or suspended prior to expiration. An application to renew a license shall be made not later than 30 days before the expiration of the current license.

(Code 1985, § 6-12-10)

Sec. 8-272. Denial, suspension or revocation of license.

Any license issued under this article may be denied, suspended or revoked in accordance with sections 8-43, 8-44 and 8-45 for any reason stated therein or for any of the following causes:

- (1) Fraud or misrepresentation contained in the application for the license.
- (2) Fraud or misrepresentation made in the course of carrying on the business of vending.
- (3) Conduct of the licensed business in such a manner as to create a public nuisance or constitute a danger to the public health, safety, welfare or morals.
- (4) Conduct which is contrary to the provisions of this article.
- (5) Abandonment of the location by failure to operate a vending operation during at least three-fourths of the normal business days available.

(Code 1985, § 6-12-11)



BACKGROUND INVESTIGATION FORM

Date of application: _____
 Business Name: _____ Type of Business: _____
 Business Address: _____ Ste# _____ Zip _____
 Telephone Number: _____ Fax Number: _____

Business Owners:

Name: _____	Name: _____
Address: _____	Address: _____
Phone: (wk) _____ (hm) _____	Phone: (wk) _____ (hm) _____
Birthdate: _____ / _____ / _____	Birthdate _____ / _____ / _____
Social Security # _____	Social Security # _____
Drivers License# _____ State _____	Drivers License # _____ State _____

Has applicant previously owned or operated a business? Yes _____ No _____

If yes, names of business and location: _____

Provide a brief statement of applicant's background and employment history for the past five years:

Business Information:

Manager: Name: _____
 Address: _____ Ste# _____ Zip _____
 Phone: (wk) _____ (hm) _____
 Soc. Sec. # _____ Drivers Lic # _____ State _____

Prior Occupant: Name: _____
 Address: _____ Ste# _____ Zip _____
 Phone: (wk) _____ (hm) _____
 Soc. Sec. # _____ Drivers Lic# _____ State _____

Building

Leased From: Name: _____
 Address: _____ Ste# _____ Zip _____
 Phone: (wk) _____ (hm) _____
 Soc. Sec. # _____ Drivers Lic# _____ State _____

List all agents and/or business associates and their titles:

Does the business require a charter? Yes _____ No _____

If so, list officers: _____

Planned business Hours: Days open for business: _____ Hours of operation: _____

Does this business have an ABC License? Yes _____ If so, License Number: _____

No _____ If no, does this business plan to apply for an ABC License? _____

Does this business have any coin-operated amusement machines? Yes _____ No _____

If yes, do you own or lease? _____ Leased from: _____

Type of machines: _____ Number of machines: _____

Certificate of Occupancy obtained: Yes _____ No _____ Applied for _____ Permit Number _____

Does business have adequate parking? Yes _____ No _____


Signature: _____

Print Name: _____



Background Check Instructions

A police background check will be required for the following new businesses: **Amusement Centers, Bail Bondsmen, Bingo Operators, Detective Agencies, Escort Services, Massage Parlors/Therapists, Pawn Shops, Precious Metal Permits, Restaurant Owners, Transient Merchants/Peddlers**, and others as the Revenue Administrator deems necessary.

New Businesses Must Obtain A Business License Prior To Beginning Operation.	 CITY OF GREENVILLE BUSINESS LICENSE APPLICATION Business License P.O. Box 2207 Greenville, SC 29602	LICENSE NUMBER For the year:
Business Licenses Expire December 31st Each Year. RENEWAL BUSINESS LICENSES Must Be Paid In Full <u>On Or Before The Last Day Of February</u> To Avoid Penalties.		
1a. City Business Category: Restaurant	1b. Specify business activity or provide NAICS Code: Vendor in the Central Business District	2a. Ownership: (Check one) Corp. <input type="checkbox"/> Indiv. <input type="checkbox"/> Partn. <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> 2b. Number of employees:
3. Street address, phone, fax number and e-mail address:	4. Minority Status Of Owner: (For Information Purposes Only) Black <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Aleut <input type="checkbox"/> Native American <input type="checkbox"/> Eskimo <input type="checkbox"/> East Indian <input type="checkbox"/> Caucasian Female <input type="checkbox"/>	5. Original Business Starting Date In The city: 7. This application is for: (Check all applicable blocks) New <input type="checkbox"/> Renewal <input type="checkbox"/> Ownership change <input type="checkbox"/> Location change <input type="checkbox"/> Out of Business (closing date: _____) <input type="checkbox"/>
6. Business name, billing address, phone, fax number and e-mail address:		8. Required Field: FEIN or S.S. Number
9. Commercial property owner, please include locations and tax map numbers:	10. Credit Card Authorization: (OPTIONAL) Master Card <input type="checkbox"/> Visa <input type="checkbox"/> Card #: _____ 3 Digit "V" Code: _____ Exp. Date: _____	
11. Computation of Fees:		
I. New Business – Have you ever owned a business in the City of Greenville before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name and location: _____		
1. Estimated total gross sales/revenue/contracts for the balance of the year ending Dec. 31, 20___.	I. 1. _____	I. _____
2. Calculate and enter fee based on Line I. 1.		
II. First Time Renewals (For businesses renewing for the first year)		
1. Total actual gross receipts/revenues/contracts for preceding year.	II. 1. _____	II. _____
2. Allowable ordinance deductions.	2. _____	
3. Total gross receipts from previous year (II. 1. minus II. 2).	3. _____	
4. Estimated gross receipts from previous year.	4. _____	
5. First year adjustment (indicate + or -)	5. _____	
6. Adjust gross receipts (add lines II. 3 and II. 5)	6. _____	
7. Calculate and enter fee based on II. 6. All businesses must pay the base fee amount.		II. _____
III. Existing Business:		
1. Total actual gross receipts/revenue/contracts for preceding calendar year ending Dec. 31, 20___.	III. 1. _____	
2. Allowable ordinance deductions.	2. _____	
3. Total gross receipts (III.1. minus III.2.).	3. _____	
4. Calculate business license fee based on gross receipts in III.3.		III. _____
IV. Penalties due, if filing late.		
_____ %		IV. _____
V. Total Fees		
_____		V. _____
12. A. Does this business lease any space to another business operation? Yes <input type="checkbox"/> No <input type="checkbox"/> B. Does this business have any independent agents working with the company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list name and address of each and attach to this form.		
13. Does this business have an Alcohol Beverage Control (ABC) license? Yes <input type="checkbox"/> If yes, provide: License Number _____ Expiration Date _____ Hours of Operation _____ And check one: Off-premise <input type="checkbox"/> or On-premise <input type="checkbox"/> Consumption No <input type="checkbox"/> If no, does this business plan to apply for an ABC license during the coming year? Yes <input type="checkbox"/> No <input type="checkbox"/>		
14. Does this business have any coin-operated amusement machines? Yes <input type="checkbox"/> If yes, do you own or lease? _____ If lease, from whom _____ No <input type="checkbox"/> Number of machines: _____ Number of stickers: _____ Type of machines _____		
15. List names of owners, partners. Or officers of the business and their titles. (Please print): _____		
16. Name of preparer: _____ Daytime phone Number _____		
This is to certify that the above is a true statement of the business done or transacted at or through the above location. The report corresponds with the books and records of the business and with the report of same filed, or to be filed, for the corresponding period with the S.C. Department of Revenue or Insurance commissioner and with the Collector of Internal Revenue of the United States and that the exact amount returned as TOTAL GROSS RECEIPTS from this business or profession as reported herein are true and correct and that I am familiar with the City ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this applications. The books of this business are available for inspection by authorized agents of the City. The issuance of a business license is condition upon strict compliance with the ordinance of the City of Greenville and failure to so comply may result in revocation in addition to other remedies.		
Business, firm or corporation name	Signature of applicant and title	Date

INSTRUCTIONS FOR FILING A NEW, FIRST TIME RENEWAL AND EXISTING BUSINESS LICENSE APPLICATION

PERSON REQUIRED TO FILE AN APPLICATION:

1. Every person engaged in, or intending to engage in, any business, in whole or in part, in the City of Greenville (except the professions of public school teachers and ministers of the gospel), shall file with the City Business License Office an application, under oath, for a license to engage in such business.
2. All applications must be filed on the accompanying standard form.
3. For further information and additional applications, please call the City Business License Office at (864) 467-4505

RENEWAL INFORMATION:

- § Please verify and correct, as necessary, all pre-printed information shown. Fill in any blanks and correct any errors.
- § Complete all other items, in full, to avoid delays in processing.
- § **If you are no longer in business, please indicate in writing and return this application.**

DUE DATES AND PENALTIES:

4. **NEW** business applications, with payment in full, must be filed at the City of Greenville Business License Office **prior to opening or beginning operation** in the City. A penalty is charged for applications filed after the starting date. The penalty is dependent on when the application is filed.
5. **RENEWAL** business applications, with payment in full, must be filed with the City of Greenville Business License Office and post marked, by the Post Office, **on or before the last day of February of each year**. A penalty is charged for delinquent applications after the last day of February. The penalty is dependent on when the application is filed.

COMPLETION OF THE APPLICATION:

- § Please **complete in full**. Do not leave any items blank.
- § **Print clearly or type all information.**
- § **This application will not be processed unless all requested information is provided.**

IMPORTANT NOTES TO REMEMBER:

A business located **within** the City limits must report all gross receipts, whether derived from within or outside the City limits. Be certain that the reported gross receipts corresponds with the records of the business and with the return filed for the corresponding year with the South Carolina Department of Revenue and the Collector of Internal Revenue of the United States.

Allowable Ordinance Deductions: Deductions from your gross receipts are allowed if you are a resident business that a business license fee to another municipality. The deduction is limited to the gross receipts that were reported on that license. **Satisfactory proof of this deduction must be attached to this application before the deduction will be allowed.** A business may deduct sales, use, or excise taxes if these amounts are included in the total gross receipts amount.

A business located **outside** the City must report all gross receipts earned **within** the City limits only.

I. New Business complete this section:

1. A New resident business must provide an estimate of total gross sales/receipts/contracts from the time of opening to December 31. A New non-resident business must provide an estimate of gross sales/receipts/contracts expected to be earned inside the City from the time of beginning operation in the City to December 31.
2. Calculate the business license fee based on the estimated provided on line I.1. (Refer to the Rate Sheet.)

II. Businesses renewing for the first time, complete this section.

1. Report the actual gross receipts from beginning operation until December 31 of the previous year.
2. See above section on Allowable Ordinance Deductions.
3. Total gross receipts from previous year (II.1. minus II.2.)
4. This is the estimate that was provided to the City as your expected gross receipts for the first year of operation.
5. This is the difference in the actual and estimated gross receipts from the first year of operation. The difference is an adjustment to the first year's receipt figure. Subtract line II.4. from line II.3. and indicate whether + or -.
6. This is the total of the adjusted gross receipt amount.
7. Calculate the Business License fee based on the amount in line II.6. (Refer to Rate Sheet.) All businesses must pay at least the base fee amount.

III. Existing Business, after 2nd year of operation, complete this section.

1. All gross receipts earned during the prior calendar year or previous fiscal year should be given here. Resident businesses give the total gross. Non-resident businesses give total gross earned in the City.
2. See the section on Allowable Ordinance Deductions.
3. This is the total reported gross receipts amount (line III.1. minus line III.2.).
4. Calculate the Business License fee based on the amount in line III.3. All businesses must pay at least the base fee amount. (Refer to Rate Sheet.)

IV. Penalties are due if the fees for a new business license are not paid prior to opening or beginning operation/business in the City. No proration of the license fee will be given to new resident businesses who fail to file prior to opening. Penalties are due on renewal business license's if they are not paid in full and postmarked by the Post Office, on or before the last day of February.

New Business Penalties

10% if not filed prior to beginning operation in the City.
10% additional for each month thereafter, until paid.

Maximum annual penalty is 50%.

All penalties are a percentage of, and are added to, the license fee.

Renewal Penalties

05% if filed or postmarked March 1st.
10% if filed or postmarked April 1st.
10% additional for each month thereafter, until paid
Maximum annual penalty is 50%.

Businesses that fail to purchase the license after formal notification shall be subject to a Uniform Summons.

V. Enter total fee plus penalties due, if applicable.

Note: All appropriate state licensing required prior to obtaining a City business license.

A SIGNATURE MUST BE PLACED ON THE BOTTOM OF THE BUSINESS LICENSE APPLICATION, ALONG WITH THE SIGNEE'S TITLE OR CAPACITY WITH THE BUSINESS.

CITY OF GREENVILLE
2012 BUSINESS LICENSE FEES
(864) 467-4505
FAX (864) 467-5715

New Resident Business License fees are calculated on an estimate of gross revenue from the time you begin operation until December 31, and the rates are shown below. The base fee (\$135) is prorated quarterly, depending on the starting date. Proration is not allowed if the business opened prior to obtaining a Business License.

Businesses renewing for the first time must make an adjustment to their estimated gross receipts from the previous year. The Business License fee will be based on the actual gross receipts from the prior year plus or minus the adjustment. All businesses must pay at least the base fee amount.

Renewal License fees are calculated on the gross revenue for the year ended December 31, 2011, or the fiscal year ended in 2011.

A. *Resident Business* License fees are calculated as follows:

\$135.00 on the first \$2,000 gross receipts/revenues (base fee)
\$1.75 per \$1,000 or portion thereof in excess of \$2,000

New Nonresident Business License fees are calculated on an estimate of gross revenue to be earned in the City from the time you begin operation in the City until December 31. The rates are shown below.

Nonresident Renewal License fees are calculated on the gross revenue earned within the City of Greenville during the year ended December 31, 2011.

B. *Nonresident Business* License fees are calculated as follows:

\$270.00 on the first \$2,000 gross receipts/revenues earned in the City (base fee)
\$3.50 per \$1,000 or portion thereof in excess of \$2,000

Penalties:

Business Licenses expire December 31st each year. Business License renewal fees are due and payable on or before the last day of February. Renewal Business License Applications must be postmarked, by the Post Office, the last day of February to avoid penalties. New businesses must apply for their license prior to beginning business in the City to avoid penalties. These penalties are a percentage of and added to the Business License fee.

New Business Penalties

10% if not filed prior to beginning operation in the City.
10% additional for each month thereafter, until paid.
Maximum annual penalty is 50%.

Renewal Penalties

05% if filed or postmarked March 1st.
10% if filed or postmarked April 1st.
10% additional for each month thereafter, until paid
Maximum annual penalty is 50%.



Occupancy Permit Application

City of Greenville Building Zoning & Business License Department
PO Box 2207, Greenville SC 29602
Phone: (864) 467-4550 Fax: (864) 467-5715

Permit# _____
Clerk: _____

Date: _____
Business Location: _____ Space/Unit# _____ Zip _____
Mailing address if different: _____ Zip _____
Business Name: _____ Phone# _____
Business Owner: _____ Owner/Agent of Building _____
Square footage of space _____ Do you rent _____, own _____, or lease _____ this space?
Ownership: Corporation _____ Partnership _____ Individual _____ Non Profit _____
Nature of Business: _____
New Business? _____ Change of Business _____ New Building _____ Ownership change _____
Location Change _____ If so, previous address: _____

Former business at this address _____
What type of sign will be installed? _____ If a sign is to be installed, a sign permit is required. If a sign contractor is to install the sign they must apply for the permit. If the sign is a lighted sign, an electrical permit is required to be applied for by a licensed electrician.
Is the power on in the building/space? _____ If not, let the Inspector know when you make the occupancy inspection appointment.

Name and phone number of contact person to arrange for inspection of building:
Name: _____ Phone# _____
2 residential, local names and phone numbers of contact persons for Fire Department to reach in case of fire or theft after hours:
1. Name: _____ Phone# _____
2. Name: _____ Phone# _____

Buildings or spaces within buildings are not allowed to be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. In some cases, a Temporary Certificate of Occupancy may be issued for a fixed period of time to allow for minor repairs. All life safety requirements are required to be in compliance before a building or space may be occupied.
This is an application and receipt and not a permit to occupy the building. Please allow 24 hours for application processing prior to calling for an inspection. To arrange an inspection, please call 467-4591. Calls will be returned within 24 hours if the inspector is not in.

NOTE: A reinspection of \$35.00 will be charged for additional trips made due to the building not being open for inspection or as a result of required work not being completed within the time frame.
Signed: _____ **COST OF PERMIT IS \$40.00**
Print: _____ **Payable to: City of Greenville**



To: Applicants for Certification of Occupancy

An Occupancy inspection is required to ensure health, safety and general welfare of the public and to confirm that the structure complies with criteria of code for public safety.

An Occupancy permit is required when a new business is opened, ownership change, name change or if an existing business moves to a different location.

Occupancy inspections are conducted by appointment Monday through Friday. Please call no earlier than 24 hours after applying (allow time for Zoning approval) at 467-4591 for appointment, be prepared to give permit number _____, address and name of business as it appears on your application. Calls will be returned within 24 hours if inspector is not in. If you need power released or transferred please inform the inspector at the inspection and it will be called in to Duke Power when inspection has passed.

If the occupancy of a building change, such as residential to business, to ensure usage will be allowed, I.E. Zoning, the structure should receive a feasibility inspection prior to a lease being signed, structure being purchased or application for occupancy made. Please call 467-4591 for Feasibility appointment.

A **\$35.00** reinspection fee is charged if the space is inaccessible or if corrections are not completed in the given time frame. On new construction or alterations to an existing structure, all sub inspections must be finalized prior to an occupancy permit being issued.

When fire alarm, sprinkler or automatic extinguishing systems permits have been issued by the Fire Department, all shall have final inspection approvals before an Occupancy permit can be released.

Occupancy permits shall be applied for before a power release may be called in or temporary occupancy granted. In some instances an occupancy permit must be approved before a business license is issued.

Install "2A-10BC" rated portable fire extinguisher(s) so the travel distance between extinguishers does not exceed 100 feet. Extinguishers shall be mounted on a bracket or installed in a fire extinguisher cabinet. Current certification tag must be affixed to the extinguisher. Extinguisher shall not be installed in a restroom or closet. Address numbers shall be displayed in front of the building and be legible from the opposite side of the street.

When inspecting for electrical safety, the following items are checked:

14. Unused openings in panel boxes shall be closed.
15. The working space in front of panel boxes shall be not less than three (3) feet.
16. Extension cords shall not be used as permanent wiring.
17. Appliances shall have no live parts normally exposed to contact.

When inspecting for building safety, we include:

- § Fire rated tenant separation, if required
- § Exit signs and emergency lighting, if required, shall be operable.
- § Exit door hardware, IE: double cylinder key lock deadbolts on required exits are not allowed. Interior side of lock shall have a thumb latch. Thumb latch deadbolts or safety bars for security purposes shall have a sign, 1 inch letters "Doors to be unlocked when building is occupied".
- § Rated interior doors, IE: operable closer, doors are not propped open.
- § Occupancy classification.
- § Exit egress, IE: width of doors, aisle width, travel distance, dead end pockets.
- § Handrails, guardrails, steps and landings.
- § Heating systems.
- § Plumbing system, facilities, capped sewer lines.
- § Restroom ventilation, IE: operable window or operable fan.

If installing new wallpaper or carpet, ask for flame spread information from the supplier. This form must be submitted to the inspector.

This list is a general guideline, specific requirements may apply as code requires. If you have any questions please call 467-4550, Building and Zoning Department.