



## **LOCAL BUSINESS TAX INSPECTION CHECKLIST**

- Street numbers clearly visible/at least 4” minimum in front of business location.
- All open electric boxes must be covered and all wires secured with wire nuts.
- All switches and outlets are in good conditions.
- All equipment plugged into receptacles. No extension cords. Use only UL approved power strips.
- Electrical panel clearly labeled and accessible.
- No holes in panel boxes – blanks should be covered.
- Electric meter to be marked with street address.
- All plumbing & fixtures in good working conditions.
- Exits marked and clear. Aisles clear.
- Bathroom doors lockable. No openings into adjoining units through ceiling & walls.
- HVAC unit in good condition/filter accessible (window unit).
- No broken windows.
- Flammable material & liquids stored in metal cabinets marked “Flammable/No Smoking”.
- Portable signs and banner signs are prohibited.
- All plumbing, electrical and mechanical repairs by a licensed contractor.
- At least one bathroom in the business must be handicap accessible and comply with Americans with Disabilities Act Guidelines.
- When the above has been complied call 845-3555 for the building inspector and the fire inspector to do a complete inspection.
- You must call within (30) days of application for the two inspections.