

## **Commercial/Business Properties Use & Occupancy Inspection Checklist**

- A. All exit or discharge doors shall be provided with panic hardware or fire exit hardware.
- B. All exits shall be marked by a readily visible sign. Access to all exits shall be marked by readily visible signs indicating the direction of travel where the exit or route to the exit is not immediately visible to the occupants. An exit sign shall have "EXIT" printed in plainly legible letters not less than six inches in height and not less than three-quarter inch in width.
- C. Fire Extinguishers shall be provided as follows:
  - 1) One (1) 2A rated fire extinguisher shall be provided on each floor, including the basement;
  - 2) One (1) 10B rated fire extinguisher shall be provided in each kitchen area equipped with cooking facilities; and
  - 3) All fire extinguishers shall be visible, accessible and maintained in an efficient and safe operating condition.
- D. Manual fire alarms shall be provided in buildings more than two (2) stories in height with more than 5,000 square feet of floor space above the second story.
- E. Sidewalks and curbs shall be in good condition. Any sidewalk block that is fragmented and/or deteriorating, excluding hairline cracks, must be replaced. Curbing which is deteriorating or missing must be replaced.
- F. Every flight of stairs which is has four (4) or more risers shall have a handrail on at least one side of the stair. Handrails shall not be less than thirty inches or more than forty-two inches high, measured vertically above the nosing of the stair tread.
- G. Every open portion of any stair, landing or balcony which is more than thirty inches above the floor or grade shall have guardrails. Guardrails shall not be less than thirty six inches high above the stair tread, landing or balcony.
- H. Automatic fire detection systems shall be installed and in working order as required by the International Building Code and International Fire Code, as adopted by the Township.
- I. In the case of additions, alterations, repairs or changes in use to which the International Building Code applies, the building or structure shall be in compliance with the requirement of the said International Codes.
- J. There shall be no known violations of any Township ordinance pertaining to the subject property that have not been resolved, including the full payment of any and all costs and fines assessed against the owner of the property.