



Thank you for choosing Salt Lake City as a place to do business.

All commercial business license applications are required to have city inspections passed prior to a license being issued. These inspections will be assigned at time of application. Please review the following inspection instructions closely.

The following inspection departments ***will contact you within ten (10) working days***. If you have not been contacted ***after 10*** days, please call the inspection department directly to schedule your inspection.

- | | | | |
|----|----------------------------|-----------------------------------|----------------------|
| 1. | Building Department | | (801)535-7224 |
| 2. | Fire Department | New Business & Alcohol | (801)799-4103 |
| | | Food Truck | (801)799-4164 |
| | | Vending Cart | (801)799-4103 |

IMPORTANT:** A Fire Pre-Inspection Worksheet will be provided at time of application. You ***must have this worksheet completed and available for your Fire Inspector at time of inspection. The Fire Department Pre-Inspection check list, along with other business license forms, can also be downloaded at:

<http://www.slcgov.com/business-licensing/forms>

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|----|---|---------------------------|-----------------------|
| 3 | Zoning Department | | (801) 535-7700 |
| | * No contact required. Call for questions only. | | |
| 4. | Health Department | Non-Food Related | (385) 468-3835 |
| | | Bureau of Food Protection | (385) 468-3845 |
| | | Department of Agriculture | (801) 538-7144 |

Contact the Health Department to arrange for your health inspection any time after making your application.

Freight Parking Permit: Vehicle inspections for Freight Parking permits are conducted at the Compliance Division. Call (801) 535-6584 to schedule an appointment.

Transportation Businesses: In addition to your business license, you must also be registered with the Department of Ground Transportation (801) 908-7204.

You can check inspection progress at: www.slcgov.com (In the lower left corner under "My Quick Links" you will see a link for the "Citizen Access Portal"). On the portal select "**Check/Renew Licenses**". Input your entire application number and click Search.

**For questions, please call our office at (801) 535-6644 or email: business.license@slcgov.com*

Updated 4/20/2021

SALT LAKE CITY BUSINESS LICENSING – SELF INSPECTION WORKSHEET

Date: _____ Business Name: _____

Address: _____ Unit #: _____ Zip: _____

Owner Name: _____ Owner Phone: _____ E-mail: _____

Emergency Contact Name: _____ Phone: _____

IN ORDER TO COMPLY WITH SALT LAKE CITY ADOPTED ORDINANCES AND CODES, PLEASE FOLLOW DIRECTIONS 1-22 BELOW:

1. Owner, manager, or other responsible party shall conduct the inspection and sign the form.
2. Print the business name, address, license number and owner information at the top of the form.
3. **Walk through the business with this form, and answer all questions listed below.**
4. When the inspection is complete and all questions answered "NO" have been corrected, read, sign, and date the declaration at the bottom of this form, make a copy for your files, and provide the original with your business license application.
5. You have 30 days to conduct the inspection, correct any deficiencies, and complete and return the form.

1. Is your address visible on the outside of the building with contrasting background and numbers at least 5 inches in height?	YES	NO	N/A	9. Are gas shut off valves clear of weeds, trash, storage, etc., and are they visible and accessible?	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
2. Is drive or alley around the building kept free from weeds, debris, or obstruction?	YES	NO	N/A	10. Is your heating/air conditioning unit cleaned and/new filters installed on a regular basis?	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
3. Are all exit aisles, hallways, doorways, stairways, landings, and walkways clear of any obstructions?	YES	NO	N/A	11. Are equipment/mechanical rooms free of combustibile storage?	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
4. Are all electrical breaker panels accessible and labeled to show which area is affected by each circuit breaker? (36" Clear space)	YES	NO	N/A	12. Are piles of paper, trash, etc., in and around your building, picked up and disposed of regularly?	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
5. Are circuit breakers clear of any tape, string or wire that would affect their operation?	YES	NO	N/A	13. Do you have a fire extinguisher in your business? The minimum required is a 2A10BC (refer to label on extinguisher).	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
6. Is the cover on the electrical panel and face plates installed on all electrical outlets and switches?	YES	NO	N/A	14. Have all fire extinguishers been inspected, tagged and serviced within the last year by a fire extinguisher company licensed by the State Fire Marshal?	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
7. Are extension cords being used for more than portable appliances? Do they run through walls, ceilings, floors, under doors or floor coverings? Are they affixed to the building?	YES	NO	N/A	15. Is a fire extinguisher mounted or secured on a wall (preferably near an exit) so that the top of the extinguisher is not more than 5 ft. above the floor?	YES	NO	N/A
	<i>If YES, date corrected</i>				<i>If NO, date corrected</i>		
8. Is electrical in good condition? Inspect electrical wiring for fraying, wear and/or splices.	YES	NO	N/A	16. Are all fire extinguishers visible and readily accessible for use (not blocked by storage, etc.)?	YES	NO	N/A
	<i>If NO, date corrected</i>			<u>No more than 75 feet of travel from anywhere in Business.</u>	<i>If NO, date corrected</i>		

(over)

17. Has your kitchen hood system been serviced in the last 6 months?	YES	NO	N/A	18. Do you store or use compressed oxygen or acetylene, or greater than 5 gallons of flammable liquids, or greater than 25 gallons of combustible materials?	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If YES, please go to SLCFire.com to apply</i>		
<i>If you have any questions regarding items 1-18 above, please call SLC Fire Prevention at 801-799-4164.</i>							
19. Is all construction and remodeling at the business complete and approved by the SLC Building Division?	YES	NO	N/A	21. Does the main entry door to the business have a keyed deadbolt on the interior side of the door with signage attached that reads: " This door to remain unlocked during business hours "?	YES	NO	N/A
	<i>If NO, obtain proper permits</i>				<i>If NO, date corrected</i>		
20. Are exit(s) clearly marked with lighted exit signs?	YES	NO	N/A	22. Are handrails installed on all stairways? Are the handrails all in good repair?	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
<i>If you have any questions regarding items 19-22 above, please call Building Inspections at 801-535-7224</i>							
23. Are the landscaped areas of the business maintained in a healthy appearance?	YES	NO	N/A	30. Are parking areas designated for persons with disabilities maintained and clearly marked?	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
24. Are the abutting landscaped parkways maintained safe and free from trash?	YES	NO	N/A	31. Are refuse disposals dumpsters located so as to not obstruct areas designed for parking and maneuvering?	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
25. Are all areas of the property maintained free from junk and debris?	YES	NO	N/A	32. Do you intend to have outdoor storage? (Outdoor storage shall be screened by a solid wall or fence not less than 7 feet in height)	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
26. Are hard surface parking areas maintained in good condition and free from hazards?	YES	NO	N/A	33. Is required fencing maintained in good repair?	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
27. Are areas used for parking and maneuvering hard surfaced?	YES	NO	N/A	34. Are all exterior signs installed and sign permits complete and closed? If NO, obtain sign permits for new or altered signs.	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
28. Is parking lot lighting maintained? (parking lot illumination may not shine into adjoining property or into street)	YES	NO	N/A	35. I agree to obtain a Sign Permit for any alteration or construction of signs. (sign permits only issued to licensed contractors)	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
29. Are parking spaces clearly marked with paint?	YES	NO	N/A				
	<i>If NO, date corrected</i>						
<i>If you have any questions regarding items 23-35 above, please call SLC Zoning Enforcement at 801-535-7149</i>							

ANY PERSON WHO WILLFULLY STATES AS TRUE ANY MATERIAL HEREIN WHICH HE/SHE KNOWS TO BE FALSE MAY BE GUILTY OF PERJURY. I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.