

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.

<p>1. Is your address visible on the outside of the building with contrasting background and numbers at least 5 inches in height?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			<p>9. Are gas shut off valves clear of weeds, trash, storage, etc., and are they visible and accessible?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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<p>2. Is drive or alley around the building kept free from weeds, debris, or obstruction?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			<p>10. Is your heating/air conditioning unit cleaned and/new filters installed on a regular basis?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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<p>3. Are all exit aisles, hallways, doorways, stairways, landings, and walkways clear of any obstructions?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			<p>11. Are equipment/mechanical rooms free of combustibile storage?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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<p>4. Are all electrical breaker panels accessible and labeled to show which area is affected by each circuit breaker? (36" Clear space)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			<p>12. Are piles of paper, trash, etc., in and around your building, picked up and disposed of regularly?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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<p>5. Are circuit breakers clear of any tape, string or wire that would affect their operation?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			<p>13. Do you have a fire extinguisher in your business? The minimum required is a 2A10BC (refer to label on extinguisher).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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<p>6. Is the cover on the electrical panel and face plates installed on all electrical outlets and switches?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			<p>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?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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<p>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?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If YES, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If YES, date corrected</i>			<p>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?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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<p>8. Is electrical in good condition? Inspect electrical wiring for fraying, wear and/or splices.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			<p>16. Are all fire extinguishers visible and readily accessible for use (not blocked by storage, etc.)?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">YES</td> <td style="width: 33%; text-align: center;">NO</td> <td style="width: 33%; text-align: center;">N/A</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="3" style="text-align: center;"><i>If NO, date corrected</i></td> </tr> </table> <p><u>No more than 75 feet of travel from anywhere in Business.</u></p>	YES	NO	N/A				<i>If NO, date corrected</i>		
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(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.