



# SALT LAKE CITY BUSINESS LICENSING – PRE-INSPECTION WORKSHEET

Date: \_\_\_\_\_ Business Lic. Name and #: \_\_\_\_\_

Address: \_\_\_\_\_ Unit: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Tel: \_\_\_\_\_ Email: \_\_\_\_\_

24 Hour Emergency Contact Name: \_\_\_\_\_ Tel: \_\_\_\_\_

**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 **only then** you can contact the Fire Prevention Bureau to schedule your inspection.
- This form must be completed, signed and available at the time of inspection.**

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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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 combustible storage?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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" Clean 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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>			<b><u>No more than 75 feet of travel from anywhere in Business.</u></b>	<i>If NO, date corrected</i>		

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
	If NO, date corrected				If YES, please go to <a href="http://SLCFire.com">SLCFire.com</a> to apply		
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: " <b>This door to remain unlocked during business hours</b> "?	YES	NO	N/A
	If NO, obtain proper permits				If NO, date corrected		
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
	If NO, date corrected				If NO, date corrected		

***If you have any questions regarding items 1-22 above, please call SLC Fire Prevention at 801-799-4164.***

**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.**

Signature of Responsible Party: \_\_\_\_\_ Business Lic # \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**Failure to comply to all the codes applicable to your business prior to the Salt Lake City Fire Department's initial inspection may result in additional reinspections fees assessed at a rate of \$107.00 per hour.**