



# BUSINESS LICENSE BUILDING INSPECTION CHECKLIST



*Disclaimer: The MSD Building Permit Division strives to give the best customer service possible. This list is provided as a guide and may not be a complete and exhaustive list. There may be additional items depending on site specific conditions. Please note that this list is not intended to approve, and cannot approve, violations of the State Construction and Fire Codes or local ordinances and does not constitute approval from the Greater Salt Lake Municipal Services District.*

- ☐ All construction and remodeling at the business has been complete and approved by the MSD building department prior to business license issuance.
- ☐ Building address visible on the outside of the building with contrasting background and numbers at least 5 inches in height.
- ☐ All exit aisles, hallways, doorways, stairways, landings, and walkways clear of any obstructions.
- ☐ All electrical breaker panels accessible and labeled to show which area is affected by each circuit breaker. (36" Clear space)
- ☐ Circuit breakers clear of any tape, string or wire that would affect their operation.
- ☐ All covers and face plates installed on all electrical outlets and switches.
- ☐ Building is free of extension cords being used for more than portable appliances. Examples such as, no extensions cords running through walls, ceilings, floors, under doors or affixed to other parts of the building.
- ☐ Electrical is in good condition, no wiring, fraying wear and or open splices.
- ☐ Outlets in bathrooms, kitchens, rooftops, outdoors, wet locations locker rooms associated with showering facilities, garages, accessory buildings, services bays, crawl spaces, unfinished basements, laundry areas, or any outlet within 6ft of a sink, bathtubs and shower stalls shall be GFCI protected.
- ☐ Gas shut off valves clear of weeds, trash, storage, etc., clearly visible, and accessible.
- ☐ HVAC unit cleaned and fully operational and free of combustible storage.
- ☐ If equipped with a kitchen exhaust hood system, the kitchen hood is in working condition and clear and clean of foreign materials and has been serviced in the last 6 months.
- ☐ All exit(s) clearly marked with lighted exit signs where required.
- ☐ Posting of Occupant Load in every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space.



- ☐ If the main entry door to the business has a keyed deadbolt on the interior side of the door, provide signage that reads: "This door to remain unlocked while space is occupied".
- ☐ Parking areas designated for persons with disabilities maintained and clearly marked.
- ☐ Property fencing is maintained in good repair.
- ☐ All suspended ceiling panels are secured and in place.
- ☐ All exterior signs installed, and sign permits complete and closed? If NO, obtain sign permits for new or altered signs.
- ☐ Minimum required 2A10BC fire extinguisher present at business and has been inspected, tagged, and serviced within the last year and is accessible (not blocked by storage).
- ☐ All flammable and combustible liquids to be stored appropriately.
- ☐ Property is free of combustible waste and exterior free of litter and weeds.
- ☐ Approval from Unified Fire Authority has been obtained and a copy has been provided to the MSD.
- ☐ Landscaped parkways maintained safe and free of junk and debris.
- ☐ Parking lot is free of hazards and is maintained in good condition with parking spaces clearly marked with paint.
- ☐ Dumpsters are in good condition and are emptied regularly.
- ☐ If a business requires an inspection from the Health Department provide a copy of approval to MSD.