

Commercial Occupancy Inspection Checklist

For sale or rental of property · Field tool

For Sale or Rental of Property

Note: This is not all-inclusive. The code official has the right to cite any violation of local, state, or federal building codes and ordinances. A change in occupancy or use may require additional permits and a full building code upgrade.

PROPERTY ADDRESS: _____

INSPECTOR: _____ DATE: _____

STATUS: ■ PASSED ■ FAILED ■ REINSPECTION REQUIRED

EXTERIOR

- All exterior property areas are in good repair.
- Sidewalks and/or driveway are in good repair (no tripping hazards).
- ADA Accessibility:
 - Accessible parking spaces are properly marked and have an accessible route to the building entrance.
 - Ramps with handrails are present where required.
- Accessory structures (sheds, fences, detached garages) are in good repair.
- The dumpster enclosure is properly maintained.
- Grass is trimmed, and the property is free of weeds, debris, and trash.
- No unlicensed or uninspected vehicles are on the property.
- All exterior surfaces are in good repair.
- Foundation and exterior walls are in good condition and weathertight.
- All exterior wood surfaces are free of chipping paint and have proper protective treatment from the weather.
- All door and window frames are in good repair and weathertight.
- The roof is in good repair and weathertight; gutters and downspouts are in good repair and free of debris.
- Doors and windows must open and close without excessive force.
- Porches and decks are in good repair with required guards. Decks must have a protective treatment.
- Stairs are in good repair with proper graspable handrails and guards where required.
- All exterior electrical receptacles are Ground-Fault Circuit Interrupter (GFCI) protected and in a proper weather-resistant outlet box with a cover.
- Premises identification (Address number) is clearly legible and visible from the street.
- Multi-unit buildings have proper address numbers on each unit or unit identification numbers.

INTERIOR

- All interior surfaces are in good repair.
- Interior walls are in good condition with no peeling or chipping paint, cracked or loose plaster.
- Floors and stairs are in good repair (structurally solid).
- Handrails and guards are on stairs, landings, or other required areas.
- Doors and windows must open and close without excessive force.
- All interior surfaces are in a sanitary condition and free of pests.

- ADA Accessibility:
- Restrooms are accessible with proper grab bars and accessible sinks.
- Hallways and corridors meet width requirements for accessibility and egress.
- ADA-compliant signage (Braille and tactile lettering) is present where required.
- Electrical system:
- Receptacles in kitchens, bathrooms, or other areas within 6 feet of a water source are GFCI-protected.
- Cover plates are in place, and there is no exposed or overloaded wiring.
- All electrical panels and sub-panels have clear access and proper labeling for each breaker.
- Plumbing:
- No broken or leaking pipes, drains, or other hazards.
- A functional restroom with hot and cold running water is available.
- HVAC & Ventilation:
- HVAC units are in good repair and have current maintenance tags.
- Proper ventilation is present in all areas as required by code.
- Gas-fired appliances:
- Appliances have a shut-off valve located at the appliance and are properly vented.
- Water heater:
- The pressure relief valve has a drain tube that comes to within 6 inches of the floor.
- Proper Storage:
- All combustible materials are stored properly and away from ignition sources.
- Clear access is maintained to all fire protection equipment, exits, and electrical panels.
- Fire riser and pump rooms are clear of all storage.

LIFE SAFETY AND FIRE PROTECTION

- Egress:
- All exit pathways are clear and unobstructed.
- Exit signs are properly illuminated and clearly identify all means of egress.
- Panic hardware is installed on all required egress doors and is in good working order.
- Fire Protection Systems are in proper working order and have a current inspection tag. This includes:
- Fire alarm system.
- Smoke and heat detectors, strobes, and audible alarms as required.
- A sprinkler system when required by code.
- Fire separation is properly maintained where required.
- Fire extinguishers are properly mounted, labeled, and have current inspection tags.
- Emergency lighting is in good working order and illuminates all means of egress.

COOKING FACILITIES (IF PRESENT)

- Hood system:
- Is in proper working order and has been cleaned as required.
- Is properly vented with working exhaust fans.
- Fire suppression system:
- Is in proper working order with a current inspection tag.
- Gas-fired appliances:
- Shut-off valves are present at all gas-fired cooking appliances.