

# PLANNING & DEVELOPMENT DEPARTMENT FOR THE CITY OF EASLEY

## BUSINESS LICENSE INSPECTION CHECKLIST

An occupancy inspection is required to ensure health, safety and general welfare of the public and to confirm that the structure complies with criteria of code for public safety. An occupancy permit is required when a new business is opened, ownership change, name change or if an existing business moves to a different location.

**Occupancy permits are conducted by appointment only Monday – Friday. If you need power released or transferred, please inform the inspector at the inspection and it will be called in to the power company when the inspection allows. Temporary power can often be released to the building during an initial walk-thru inspection.** An inspection must be scheduled before a power release is made. In most cases, a business license inspection must be approved and code clearance form signed before a business license can be issued. The following is a checklist of things that may be considered during a Business License Inspection; this list is not to be considered as all-inclusive.

- Install “2A-10BC” rated portable fire extinguishers so the travel distance between extinguishers does not exceed 100 feet. Extinguishers shall be mounted on a bracket or installed in a fire extinguisher cabinet. Current certification tag must be affixed to the extinguisher. Extinguisher shall not be installed in a restroom or closet.
  
- Address numbers shall be displayed in front of the building and be legible from the opposite side of the road.
  
- When inspecting for electrical safety, the following items are checked:
  - Unused openings in panel boxes shall be closed.
  - The working space in front of panel boxes shall be not less than 3 feet.
  - Extension cords shall not be used as permanent wiring.
  - Appliances shall have no live parts normally exposed to contact.
  - All electrical outlets within six foot of a water source must be GFI

- When inspecting for building safety, we include:
  - Fire rated tenant separation, if required.
  - Exit signs and emergency lighting, if required, shall be operable.
  - Exit door hardware, IE: double cylinder key lock deadbolts on required exits are not allowed. Interior side of lock shall have a thumb latch. Thumb latch deadbolts or safety bars for security purposes shall have a sign, 1-inch letters "Doors to be unlocked when building is occupied".
  - Rated interior doors, IE: operable closer, doors are not propped open.
  - Occupancy classification, occupancy load
  - Exit egress, IE: width of doors, aisle width, travel distance, dead end pockets
  - Handrails, guardrails, steps and landings
  - Heating systems
  - Plumbing system, facilities, capped sewer lines
  - Restroom ventilation, IE: operable window or operable fan
  - ADA requirements
  - Monitored alarms will be tested for response time.

This list is a general guideline provided as a *Courtesy of Planning & Development department, POB 466, 205 North 1<sup>st</sup> Street, Easley, SC 29641..Office-855-7908...Fax-855-795. Specific requirements may apply, as code requires. If you have questions, please call the Planning & Development Office.*

All food preparation business should also contact DHEC at (864) 898-5832.

All adult novelty business should also complete the Sexually Oriented Business Permit.

**NOTE: It is always a good idea to check with the City's Planning & Development Office and Business License/Finance Office to ensure that you have all the required permits and requirements in place before opening your business.**