



Business License Inspection Sheet

Business Name:	Business #:
Address:	Email:
Business License #:	
After Hour Emergency Contact:	Phone #:
After Hour Emergency Contact:	Phone #:
Occupancy:	Construction Type:

Access & Premises	Yes	No*	N/A
Are address numbers for the building clearly visible from the street?			
Are fire lanes clearly marked for vehicles?			
Is combustible vegetation removed so as to not create a fire hazard?			
Is there maintained a minimum 3 foot clearance around fire hydrants?			
Is the key inside the fire department Knox Box current?			
Egress (Exiting)			
Are required exit signs clearly visible and in working order?			
Is the exit sign illuminated when the building / space is occupied?			
Is the backup power working on the exit sign?			
Is emergency lighting provided and working properly?			
Are exit pathways free of obstructions and lit when occupied?			
Do fire doors self-close and latch?			
Are fire doors kept clear and not held open?			
Fire Suppression and Alarm Systems			
Is there a Fire Suppression System? (If No, the rest of this section shall be N/A)			
Is there 18 inches of clearance from the top of storage to the deflector?			
Has the fire suppression system had the annual test by a qualified company?			
Has the fire alarm system had the annual test by a qualified company?			
Has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease?			
Fire Extinguishers			
Are all fire extinguishers visible and accessible (not blocked)			
Smoke alarms tested once and recorded?			
Are the smoke alarm batteries replaced annually or sooner?			
Are the smoke alarms cleaned annually?			

Marijuana Businesses	Yes	No*	N/A
Is the required air filtration and ventilation system designed and installed according to the licensed Mechanical Engineer's specifications?			
Does the facility provide for secure disposal of marijuana remnants or by-products?			
Does the facility comply with all applicable security requirements?			
Are exterior doors and windows designed to be kept closed?			
Are all portions of the business conducted inside except for temporary ingress and egress of vehicles, persons and materials?			
Accessibility	Yes	No*	N/A
Does the parking lot have the correct number of accessible parking spaces?			
Are the accessible parking spaces properly identified?			
Is the accessible parking sign the current sign from ODOT?			
Is there access to the business from the accessible parking space?			
Mechanical Hazards			
Are the boiler rooms, mechanical rooms and electrical panel rooms maintained			
Are the Fire and Smoke Damper locations identified?			
Electrical Hazards			
Are all electrical outlets, switches and boxes properly covered with plates?			
Does the front of the electrical panel have 30 inches of clear space identified?			
Are extension cords used only for a temporary use?			
If multiple items are plugged in, does the surge protector have a built in circuit breaker and plugged directly into an outlet?			
Is there a minimum of 3 feet of clearance between portable heaters and combustibles?			
Storage			
If there is a fire sprinkler system is the top of storage maintained a minimum of 24 inches below the ceiling?			
Are dumpsters greater than 1.5 cubic feet placed at least 5 feet away from combustible walls and overhangs?			
Are compressed gas cylinders chained to prevent falling?			
Fire Safety			
Is the required Fire Safety Plan current and up to date?			
Is the Emergency Evacuation Plan posted?			

*A "No" response to any of the questions indicates the presence of a Zoning, Fire or Building Code violation. The business license will be placed in an "On Hold" status until the corrections are made. Once the corrections are made please sign, date and return the form to the following address.

Building Official, 221 Molalla Ave, Ste 200
Oregon City, Oregon 97045

Upon return the business license will be approved and sent to you.

Signature: _____ Date: _____