



Basic Business License Checklist

One Family Dwelling Two Family Dwelling Other _____ Is the property occupied: Yes No

ADDRESS: _____ Unit #: _____

BBL CAP#: _____ INSPECTION DATE: _____ INSPECTOR Name: _____

WARNING: Do not occupy any uninhabitable spaces e.g. Den, CrawlSpace, Deck, Garage, uninhabitable basement

A. Provide smoke alarms on every level, vicinity of the sleeping room and every sleeping room. Smoke alarms and smoke detectors shall NOT be installed within a 36 in. horizontal path from the tip of the blade of a ceiling-suspended (paddle) fan, horizontal path from a door to bathroom containing a shower or tub & horizontal path from the supply register of a forced air heating or cooling system and shall be installed outside of the direction of the air flow from those registers.	
B. Is there a carbon monoxide detector in the immediate vicinity of all sleeping rooms where there is a fuel burning appliance or a building that has an attached garage?	
C. Does the space meet the requirements for occupancy? 70 square feet per sleeping room per each person and 50 square feet for each additional person.	
D. Does the ceiling height meet the minimum requirement in all habitable spaces 7 feet or basement 6'8" and 6'4" under beams	
E. Does the unit meet light and ventilation requirements and is the system operational?	
F. Are all exit and security doors readily openable without the need for keys, special knowledge, or effort?	
G. Do sleeping rooms have adequate emergency escape or rescue openings? - Certify that all required escape and rescue openings from the inside of the room are accessible without the use of keys, or tools, (bars, grilles, gates, or similar devices must be releasable or removable from the inside without the use of a key, tool, or force greater than that which is required for normal operation of the escape and rescue opening) - A minimum net clear opening of 5.7 square ft. or 5 square ft. if the unit is grade level - A minimum net clear opening height dimension of 24 inches. - A minimum net clear opening width dimension of 20 inches. - A finished sill height of not more than 44 inches above the floor. - Window well shall be 9 Sq. feet and 36 inches wide with fixed ladder.	
H. Are sleeping rooms free from gas meters and fuel burning appliances? If not, do they meet any exceptions?	
I. Are walls, ceilings, doors and windows free of peeling paint, cracks, holes, dampness and uncleanness?	
J. Are windows and doors (including hardware) in good repair and weather tight? Are screens provided?	
K. Are floors, steps, and walking surfaces sound and reasonably Level?	
L. Does exterior and interior flight of stairs, (that has more than 3 risers), have proper handrails, guards and balustrades?	
M. Are electrical outlets, switches and fixtures operational?	
N. Are the required number of receptacles and electrical fixtures present?	
O. Does dwelling unit contain the required plumbing fixtures? Are fixtures operational?	
P. Is the heating system, AC system operational?	
Q. Is the water heating equipment operational? Is the Pressure Relief Valve Pipe installed 6 inches from the floor/pan?	
R. Are installed appliances operational?	
S. Is the exterior of the property maintained? Roof, gutters, downspouts, walkways, porches, etc	
T. Is there a visible and readily accessible fire extinguisher?	