

BUILDING SURVEY BUSINESS LICENSE

Before scheduling a premise inspection with the Building Dept. to have your Business License application signed off (for Building/Safety and Fire Protection), ensure the following items are complete. Your business license will **NOT** be approved until all discrepancies are corrected, fire extinguishers mounted and up to date, etc.

___ **Address** – If the address is not currently posted on the building it must be posted so that it is legible from the street (8” high minimum when posted up to 250’ from the street. 12” high minimum, when posted over 250’ from the street).

___ **Fire Extinguishers:** Every separate business is required to have fire extinguishers **mounted** in a conspicuous location (do not call for an inspection if the extinguishers are sitting on the floor, a counter, a table, etc. - the inspection will not pass). Fire extinguishers must be serviced annually. There will be a tag or sticker attached to the extinguisher with the last service date written or punched in. If the extinguishers have not been inspected and/or serviced by a licensed qualified service company in the last year, have them serviced and mounted **before** scheduling an inspection. **Note: When purchasing new fire extinguishers be aware that extinguishers MUST be rechargeable.** The number of required fire extinguishers is based on the size and use of the building. If this is a new business, determine the square footage of the building and ask the Building Dept. to calculate the number of fire extinguishers required based on the size of the building; and the type of extinguisher based on the use of the building. Fire extinguishers are to be mounted in a conspicuous location and the location labeled, if obscured in any way. Mount no higher than 48" (measured to the neck mounting bracket) and no less 4" measured from the bottom to the floor.

___ Automatic fire-extinguishing systems in the building shall be inspected and tested annually or as designated by the fire chief.

___ **Kitchen hood fire suppression systems** are to be tested every 6 months. If the system has not been tested within this time frame, have them tested and tagged **before** scheduling the inspection.

___ Test all illuminated **exit signs and emergency lights**. Each of these lights has a test button on the side or bottom of the unit. If the signs do not light up when the test button is pushed, check the batteries and light bulbs. All emergency/exit lights must be in working order before calling for an inspection (they will be tested at the inspection).

Note: If you are renting space in a building with other businesses, all emergency and exit lights in the common hallways must be tested (since they are a part of your exit system). If all lights do not function properly, contact your landlord to advise them the lights must be operating correctly before an inspection will be scheduled or performed.

___ Do not block required exit doors with boxes, equipment, storage, etc.

___ Exit doors must be openable from the **inside** without the use of a key or any special knowledge or effort; except key-locking hardware may be used on the main exit where there is a readily visible sign adjacent to the door stating "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED". Letters shall not be less than 1" high on contrasting background.

___ If the building has **smoke detectors**, test each smoke detector before calling for an inspection. The smoke detectors have a test button on the unit (press hard). *Smoke detectors are only required in hotels, motels, apartments, and residential type structures.*

___ If bathrooms have **ventilation fans**, ensure that the fans are operating properly.

___ **Electrical.** Look at each light, switch, and outlet. Make sure all electrical outlets and junction boxes have covers. Check for exposed wiring, unsecured wires, or anything that looks unsafe. Test GFI receptacles by tripping the test button. Look at the electrical panel. If there are any unused openings in the face plate, install breaker blanks.

___ **Plumbing.** There should be no open vent lines or uncapped sewer drains, no leaks or dripping faucets, etc. Restrooms are required in every business. The number of required restrooms is based on the square footage of the building and the use of the building. If you change the use of the building (i.e. from an office to a store), you could be required to add more restrooms.

___ **Accessibility for the Disabled.** Grab bars are required on at least one toilet in each restroom. The mounting requirements are *very, very* specific. **Do not mount grab bars without full knowledge of the requirements.** If your restroom does not currently have grab bars, refer to the attached grab bar specifications before purchasing or mounting the grab bars.

___ **Signs.** Before installing any exterior signs, or interior hard-wired electrical signs, plans must be submitted to the Building Dept. by a licensed sign contractor and a permit obtained, with the following exceptions:

No permit is required for nonilluminated flat signs which are no more than one (1) inch thick, and which do not exceed thirty two (32) square feet in size when installed flush mount on a building wall. This section does not exempt the installer/owner from compliance with the provisions of the city building codes or other laws regulating the placement or location of the sign.

No permit is required for a non-illuminated, non-electric sign less than 6' above grade, measured to the top of the structure.

No permit is required for projecting signs not exceeding 2.5 s.f.

___ **Fuel Dispensing Stations.** A fire extinguisher with a min. rating of 2-A: 20-B:C must be located not more than 75' from pumps, dispensers or storage tank fill pipe openings.

___ Backflow preventors are to be tested and tagged annually.

___ **NOTE:** This list is **not** all inclusive of the requirements that will pertain to your business. Specific requirements are based on the size of the building, type of occupancy and use of the building, and the prior use of the building, therefore, you may receive a list of corrections at the time of the actual inspection.

IMPORTANT

Business owners are advised that **any** work covered by the electrical code, mechanical code, plumbing code or building code requires a permit and work must be performed by a contractor licensed in the State of Nevada. Only maintenance work, such as unclogging drains, changing light bulbs, etc. may be performed by maintenance personnel. **Attention: DO NOT under any circumstances construct, remove, or alter ANY PARTITIONS OR WALLS without prior approval of the Building Dept.** Only *moveable cases, counters and partitions not over 5' 9" high are exempt from the permit requirements.* The Building Code has very specific exiting requirements and adding a partition or wall without being familiar with the code requirements very often creates illegal components of the exiting system (even hallways leading to dressing rooms and restrooms are considered part of an exiting system). A floor plan must be submitted to the Building Dept. for any proposed work and, in most cases, a permit obtained by a licensed contractor. Any person performing work for which a permit is required on commercial property without the required Nevada State Contractor's license is acting in the capacity of a contractor without a license. Should this occur the matter will be referred to the State Contractor's Board for further action. If you are unsure of whether a permit is required, please call the Building Dept.

NAC 477.425 Service tags and labels. (NRS 477.030)

1. The tags used as records of service performed on fire extinguishers must be at least 4 inches long and 2 inches wide and must be in the following form:

Extinguishing Systems / Extinguisher Tag

5 1/4"

2 3/4"

2. The tag must be punched to indicate the type of service which was performed on the system and the date on which the service was performed. Each tag must be signed with a legible signature by the holder of a certificate of registration and must be:

- (a) Attached to the extinguisher by wire, string or a plastic tie; or
 - (b) A self-adhesive tag approved by the State Fire Marshal which is so attached as to be readily visible for inspection,
- and such information must remain permanently on the tag. A number stamp or date stamp must not be used on the tag.

3. A label of suitable Mylar or equally durable material must be affixed by a heatless method to each shell of an extinguisher which is not listed by the United States Department of Transportation and which has passed a hydrostatic test. The label must show:

- (a) The date on which the hydrostatic test was performed;
- (b) The test pressure used; and
- (c) The name of the person or agency licensed or certified by the State Fire Marshal which performed the test.

4. A sample of the tag and the label must be on file with the State Fire Marshal before they are used in the field.

5. The tag must be printed by a printing company and include the following information:

- (a) The date when the system was last serviced.
- (b) The name, address and telephone number of the company;
- (c) The number of the license issued by the State Fire Marshal; and
- (d) The name and certificate number of the person who last serviced the system.

[St. Fire Marshal, §§ 2.501-2.503, eff. 11-27-78]—(NAC A 1-19-84; 8-22-86, eff. 9-1-86; R090-10, 12-30-2011)