



INTER-OFFICE CORRESPONDENCE

**Planning and Development Department
Commercial Building Section**

To: Allison Gray

Date: 1/30/2017

From: Ken McGowen

Subject: Commercial Building Inspection –Annexation Requirements

Building-Electrical and Fire Department will conduct Annexation Ordinance Inspections as follows:

VERIFY:

Building:

- (1) Correct address and /or suite # is posted on the building.
- (2) Correct zoning for the intended use.
- (3) Existing door locks/latches are per code.
- (4) Existing exit doors are operable, swing in the right direction, have illuminated signage & landings on both sides.
- (5) Existing handrails, guardrails, stairs & ladders are safe and useable.
- (6) No interior or exterior structural damage and all exposed bare wood is painted or covered.

Electrical:

- (1) All electrical meter(s) and breaker box panels are secured to building and no dead front panels are missing or open spaces in these types of equipment where someone can reach into and contact live energized parts.
- (2) All wiring is enclosed in required raceways and not subject to damage.
- (3) All electrical wiring splices are enclosed in boxes
- (4) All electrical junction boxes have covers.
- (5) Equipment or receptacles are not wired in extension cord.
- (6) Switches and receptacles are enclosed in a box and have covers.

(7) GFCI receptacles are installed where the code retroactively may require. Subject to determination by inspector, with the possibility of compliance achieved by replacing receptacle at the inspectors discretion, and based upon the use of the receptacle.

This list is not all inclusive and each structure has its own requirements.

Fire will have their own items, such as fire lanes, possible sprinklers or alarms.

From Fire:

Fire extinguishers exist and have been serviced

Fire lanes available

Nothing stacked against electrical panels

Exit signs

After hour contact info