

## BUILDING REQUIREMENTS FOR A BUSINESS LICENSE

► New ◀

► Moved ◀

► Changed ◀

**APPLICANT IS RESPONSIBLE TO SCHEDULE BUILDING INSPECTION(S): (435) 716-9030**  
Code Compliance is Required for Each New Tenant at Any Location

### *This is a Guideline - Other Requirements May Need to be Met \**

- Submit the **Commercial Change of Occupancy & Business Use Permit** form with appropriate fee.
- Schedule a building inspection when form is submitted or call (435) 716-9030 following form submission.
- Have an occupant or representative of the business on site at time of inspection (required).
- Allow an hour "window" (1/2 hour before and after the scheduled time) for the inspector to arrive.
- Have all portions of the building open or accessible to the inspector.

### General List of Requirements Inspected Prior to Opening for Business:

- Business address is posted and visible from the street (numbers are 6" tall at a minimum and are in contrast to background color).
- Electrical is in safe working order (no exposed wiring, outlets, switches, etc.).
- All electrical boxes, outlets and switches have approved covers fastened in place.
- "Work Space" at electrical panels is clear as per National Electrical Code.
- All circuit breakers in electrical sub-panel are covered with an approved cover plate or a blank circuit breaker.
- All circuit breakers are labeled, showing the circuit served.
- All stairways with 2 or more risers have handrails.
- Code-required basement separation from main level is maintained.
- Exits and access to structure is unobstructed.
- Exit signs are in working order and have battery backup.
- Furnace and all mechanical items are in safe working order.
- There is no storage in furnace rooms, mechanical rooms or electrical rooms.
- There is at least one restroom; two will be required if total number of employees and customers may exceed 15.
- There is hot water to lavatories in restrooms.
- Extension Cords are not used as permanent wiring methods.

**Americans with Disabilities Act (ADA) Requirements:** *Although there is an exception to these requirements for existing commercial buildings when the new business maintains the same usage as the previous occupant, easily achievable items must come into compliance as per Federal- and State-adopted requirements.*

- Structure is ADA accessible at entrance and to each portion of the structure.
- ADA-required parking spaces are properly marked with appropriate signs.
- Business has an accessible restroom (grab bars, ADA levers, etc.).
- There are two ADA-compliant restrooms (1 for each sex) if there will be more than 15 occupants at any time, including employees.
- Water supply and drain pipes under exposed sinks are protected according to CABO/ANSIA117.1 requirements.

\* Any time the **use** of a structure is changed (residential to retail, retail to manufacturing, etc.), Federal- and State-adopted Uniform Building Codes require the entire structure be compliant with current code requirements. By State law, alterations, remodels or construction of any building, mechanical system, plumbing or electrical **require appropriate building permit(s)**.

**A business license will not be issued UNTIL CODE COMPLIANCE IS VERIFIED BY BUILDING INSPECTOR**