



New Business Inspection Checklist

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Yes - Meets Requirements No - Does Not Meet Requirements

Fire / Life Safety

Y N

- Have the address posted on the outside of the business. Minimum of 4" and contrasting in color to the business. They must be visible from the road.
- One 2-A:10 B: C fire extinguisher per 75' of travel.
- Extinguisher shall be mounted to be visible and no higher than 3.5' - 5' above the floor to the top of the handle.
- Extinguishers shall be serviced annually (last service date shown on State Fire Marshal's tag).
- Commercial Cooking Applications – Shall have at least one Type K Extinguisher in the kitchen area. The extinguisher is to be mounted on the wall no higher than 3 ½ feet from the floor in the path of egress with a travel distance no greater than 30' from the cooking appliances.
- Hood / Duct fire suppression system shall be serviced every six months.
- Fire doors are maintained, self-closing, and latching.
- Exit doors, aisles, corridors, and stairs are free of obstructions and storage.
- Exit signs are illuminated and battery backup functional
- With the exception of the front entry/exit, all locking hardware must be single-action, requiring only one motion to unlock the door and exit. The use of thumb-turn deadbolts is allowed only when inner-connected to the door handle.
- Fire alarm system – System is current on inspections and operational – Annual service from a state-licensed fire alarm company is required.
- A minimum of 18" clearance required below sprinkler heads.
- Defective heads (bent or painted) shall be replaced.
- Extension cords are not allowed. They are permitted for temporary use for less than 90 days. They shall not be run through the ceiling, walls, or under rugs or across door ways.
- Repair or replace all holes in walls / ceilings (missing ceiling tiles) in fire-resistive construction.

Building Department

Y N

- There shall be a minimum of 36" clearance around panel or electrical boxes.
- Breaks shall be permanently labeled.
- All electrical receptacles shall be provided with cover plates.
- Exposed electrical wiring
- Electrical junction box missing cover
- Warehouse Operations – All rack storage that is 8' tall and higher requires a permit through the City of Pelham Building Department prior to installation. This will ensure proper design methods that require minimum compliance of seismic anchoring, structural design, and load-bearing capabilities, as well as proper aisle spacing and related exiting requirements. As height increases in rack storage, other requirements and permits will be required from the fire department. Keep all aisles and flue spaces (areas between racks when fastened together and the racks and calls) clear.
- Building Additions/Alterations were not added without a permit.
- Guard rails/hand rails missing, damaged or not secured.

Zoning Department

Y N

- General housekeeping inside & outside of the building is kept orderly.
- Service & loading areas, outdoor storage areas, trash receptacles, utility equipment, mechanical units, satellite dishes, and similar appurtenances shall be located so as to minimize visibility from the public right-of-way and shall be visually screened from view from off the premises.
- No outside storage of any type is allowed in B-2, B-3, and B-4 zoning areas.
- No temporary storage containers are allowed in the Corridor Overlay District.
- Only Monument style, free-standing signs will be permitted in the Corridor Overlay District. Banner signs require a permit. No wind-driven or animated signs are allowed.
- Mechanical units shall be ground-mounted whenever possible. However, in all cases, roof-mounted units and ground-mounted units shall be screened from view from the public right-of-way.
- Any change of use will require meeting the parking requirements for the use and potentially the landscape ordinance.