

## **COMMERCIAL CERTIFICATE OF OCCUPANCY INSPECTIONS**

1. Address must be displayed (4" tall number x 1/2" wide) and suite numbers shall be on each individual occupancy.
2. Parking lot areas shall have all spaces clearly striped and handicap parking areas shall be clearly marked, above grade signage in place and accessible path must exit to same.
3. All exit signs shall be illuminated on both normal power and battery backup power.
4. Tactile exit signage shall be at each exit door (signs shall be on the latch side of the door and shall be 60 inches from the floor to the center of the sign).
5. Restrooms shall have proper signage at each restroom (signage shall be 60 inches from the floor to the center of the sign).
6. All emergency lighting shall be operational and be "labeled" in the electrical panel box.
7. All fire extinguishers shall have current tags and be mounted and have signage indicating their locations (48 inches maximum mounting height).
8. All electrical panel boxes shall have all breakers labeled and any open breakers shall have approved covers.
9. Electrical panel boxes, mechanical equipment and water heaters shall have a clearance of 30 inches with no obstructions and nothing shall be stored at any designated "Exit".
10. A Knox box is required on commercial buildings for emergency access purposes. Please contact the Deputy Fire Marshal at 610-437-5524 Ext. 1129 for ordering information. **Please know that these boxes come from the manufacturer and may take several days to secure, so please plan accordingly.** (Go to [www.Knoxbox.com](http://www.Knoxbox.com))
11. Any property located within flood zones must comply with all applicable regulations pertaining to same.
12. Exterior maintained free from debris/trash, dumpster lids closed, and property maintained in a clean, safe, and sanitary condition including but not limited to high grass and weeds.
13. Damaged sidewalks should be repaired/replaced, accessible ramps shall be provided where necessary.
14. Site lighting in working order.
15. If property contains bumper blocks they shall be repinned or replaced if necessary.
16. Sprinklered buildings must have current tags/certification.
17. Fire alarms shall have a letter submitted for certification that the system is fully operational.
18. Kitchen hoods must have current certification and tags.
19. Occupant load signage shall be posted in restaurants/assembly areas.
20. Kitchens/food services must contact PA Department of Agriculture at 610-489-1003.
21. **FINAL INSPECTION - All merchandise, racks, shelving, etc. be in place.**

### **PLEASE NOTE PERMITS WILL BE REQUIRED FOR ANY OF THE FOLLOWING:**

- Any new installation of, altering of, or replacing of the customer service counter.
- Removing or replacing wallboard.
- Any type of plumbing work including relocating or replacing sinks, toilets, etc..
- Any type of electrical work including relocating or replacing lighting fixtures, switches, receptacles, etc..
- Any type of alteration or reconfiguring of the space.

**Please contact Keycodes Inspection Agency at 610-866-9663 if you have any further questions.**