

COMMON BUSINESS VIOLATIONS

Addresses must be clearly visible from the street, 5" to 6" numbers, contrasting color to the building.

Exit lights must be installed over all exit doors, hard wired with battery back up. Must be fully operational during all business hours. No burned out light bulbs.

Emergency lighting must be hard wired, with battery back up. Must be fully operational during all business hours.

Electrical service panels and heat producing appliances must have 36" clearance to storage of any kind.

All electrical junction boxes must have proper covers in place.

Extension cords are not to be used as permanent wiring; sufficient duplex outlets must be provided for all electrical appliances.

General housekeeping must be neat and orderly, storage and rubbish must be removed from aisle way and exit access ways.

Fire extinguishers must be mounted in clear view and easily accessible. Must be serviced and tagged annually.

Dumpsters must be a minimum of 15 feet from the building.

Compressed gas cylinders must be chained in place to prevent tipping.

Penetrations in walls and ceiling must be repaired. No missing ceiling tiles.

Commercial kitchen appliances plus hood and duct system must be cleaned regularly and maintained free of grease accumulation.

Commercial kitchen suppression systems must be serviced semi-annually.

ATTENTION BUSINESS LICENSE APPLICANT

In order to process your business license application, you must submit:

- A letter describing in detail the exact nature of your business.
- Include the various services your company performs including:
 - Equipment on site
 - Storage and inventory arrangements
 - Any other information that applies to your business.
- A drawing or sketch of your site plan.
- The number of parking spaces.
- Centrally monitored smoke/heat rise alarm if you business is not opened 24 hours per day.
- A \$40.00 application fee for the building inspection.

Remember to include as much detail as possible.

A business license application will proceed through the following process when submitted:

- Zoning approval by the Community Development Department.
- All necessary building, electrical, mechanical and plumbing permit approval by the Building and Engineering Department.
- Fire code approval by the Fire Department.
- Background Approval.
- Business Certificate of Occupancy granted by the Building Department.

NOTE: Occupation of a building and/or the operation of a business prior to receiving all approvals and licensing by these departments may result in the issuance of a written citation to the business owner and/or occupant.

PAINTING, LAWN CARE, LANDSCAPING, SNOW REMOVAL, ETC.

In addition to the mandatory information, the following must be included in the initial application for applicants of a lawn care/landscaping/snow removal type of facility. These items will immediately give us a clearer idea of the scope and nature of the business and should help to expedite the approval/disapproval of the application with consideration of the established zoning requirements.

A complete description of the size, operations, and activities of their business. (i.e. - not just “Lawn Care”). Example, lawn care and snow plowing.

Full equipment inventory - mowers, trailers, trucks, size of vehicles (i.e.: F-150 or Gross Vehicle Weight (GVW), spreaders, applicators, plows, etc.

Site plan - This is more for companies that will be using non-residential sites for storage and operations and not so much for home occupation- i.e.-just an office. If the business is seeking to use their residential property for their total operation, then a site plan is needed. A simple drawing can be provided with your initial application. If application is referred to the Zoning or Planning Commission due to zoning issues, a professional drawing may be required.

Include in your application, or provide letter stating the following:

- If this a home based operation, what are the arrangements for equipment storage?
- Where are vehicles stored?
- What are the arrangements for yard waste retention and disposal?
- If dispensing fertilizers, salt, chemicals, etc, provide a detailed site plan for storage of equipment and materials.
- Any other information that may be relative to your operation.