

CITY OF UNION

CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST

Inspections will be scheduled by the Building Department.

Please allow for a 24-hour advanced notice for all inspections.

A re-inspection fee of \$25.00 will be charged if entrance into the building is inaccessible for scheduled inspections, or as a result of a re-inspection for corrections not completed.

To Schedule Your Certificate of Occupancy Inspection, Call (864) 429-1720.

- **Street Address** – Should be displayed so that it is visible from the main road, 4 inch minimum.
- **Fire Extinguisher** – Install “2A-10BC” rated portable fire extinguishers so the travel distance does not exceed 100 feet. Extinguishers shall be mounted on a bracket or installed in a fire extinguisher cabinet. Mount the extinguisher no higher than 5 feet from the top of the extinguisher or cabinet to the floor.
 - Current certification tag must be affixed to the extinguisher.
 - Extinguisher shall not be installed in a restroom or closet.
- **Fire Safety Systems** – Shall be up to date and properly tagged if applicable.
 - Fire sprinkler
 - Hood suppression
 - Fire alarm
- **Electrical Safety** – Unused opening in panel boxes shall be closed. A clear, unobstructed working space of 3 feet is required in front of a panel box. Extension cords shall not be used as “permanent wiring.”
- **Building Safety**
 - Fire rated tenant separation (if required) must be maintained.
 - Exit signs and emergency lighting shall be operable.
 - Exit door hardware at the main exterior door shall be easily opened from the egress side without the use of a key or special knowledge or effort. See exceptions for certain occupancies.
 - Maintain proper aisle ways for egress.
 - Handrails, guardrails, steps, and landings (if applicable) must comply with IBC.
 - Heating systems, i.e., gas appliances, furnaces, etc. need to be in good working condition.
 - Plumbing systems shall be in good working order.
 - Restroom ventilation – an operable window or exhaust vent fan is required.
 - Maintain proper clearances from top of storage/merchandise to ceiling: 18” with sprinklers, 24” without sprinklers.
 - Barrier free accessibility – (handicap) Must be in place if required ramps, restrooms, hardware, signage.

This list is a general guideline; specific requirements may vary as the code requires for certain occupancies.