



Occupancy/Final Inspection Check Sheet Requirements

- Address on front and rear door (minimum of 4")
- Fire Extinguishers mounted with current tags
- Emergency and Exit Lights working properly
- Fire Alarm if applicable
 - Registered with Town
 - Inspection paperwork from alarm company **Annually**
- Automatic Fire Sprinkler system
 - State and Town permits
 - Witnessed hydro test of system
 - Witnessed flow test with alarm system
 - Current Inspection tag **Annually**
- Kitchen hood systems
 - Witnessed blow test
 - Witnessed alarm activation
 - Class K fire extinguisher
 - Current Inspection tag **Annually**
- Knox Box required if building protected by sprinkler system or fire alarm
- Occupancy load approval by Fire Department
 - Occupancy load sign to be displayed

Prior to scheduling a final occupancy inspection, the business must be arranged as if open for business, with all merchandise displayed, shelves stocked, tables set up, pictures hung, etc..

***ALL INSPECTIONS ARE REQUIRED TO BE CALLED INTO THE PLANNING & BUILDING DEPARTMENT AT (219) 322-2211 EXT. 6**