



Town of Payson Fire Department
400 W. Main Street Payson, Arizona 85541
Business / Fire Prevention (928) 474-5242 ext. 9
Fax (928) 474-0925
TDD (Town of Payson) (928) 474-6449

Business License Pre-Inspection Checklist

Business license inspections by the fire department are performed to assess and mitigate potential fire and life-safety hazards in buildings. Having the following items compliant will speed up the inspection and approval process. Please make sure that the following items are complete and/or in working order before scheduling your inspection with the fire department. This list is a general guideline only and represents the common violations. It is not intended to be all-comprehensive or replace specific code requirements not addressed in this document.

- (1) The building's exterior; address numbers are visible & easy to read from your fronting street and the rear entry door if one exists.
- (2) If interior exits signs are powered electrically, all of the bulbs shall be working and battery backup functioning. Emergency egress lighting shall be functional including battery backup.
- (3) No new walls have been added, without the necessary permits.
- (4) There is a 30" clear area all around your electrical panel(s) so they are easily accessible.
- (5) All circuit breakers are labeled to show what they control.
- (6) All electrical switches, junction boxes, and outlets have cover plates.
- (7) Extension cords may only be used temporarily (90 days or less), then removed.
- (8) Extension cords are replaced with overcurrent protection power strips that do not pass through walls, above concealed ceilings, across traffic paths, and not under rugs. All parts of the cord must be visible so that wear or damaged spots can be noticed.
- (9) There must be no storage in equipment rooms, mechanical rooms, under open stairways or in electrical rooms.
- (10) There are no flammable liquids stored, except in an approved cabinet.
- (11) Your space must be equipped with a 2A/10BC multi-purpose Dry Chemical fire extinguisher, it must be mounted to the wall 36 to 48 inches above the floor and visible, accessible and not blocked.
- (12) Existing Fire extinguisher(s) have been serviced & tagged appropriately by a fire extinguisher professional or company within the last 12 months or newly purchased.
- (13) Does the building have a fire sprinkler or fire alarm system?
If yes to either, has the system(s) been certified and tagged for the current year?

Thank you in advance,

The Payson Fire Department