



CITY OF NEW SMYRNA BEACH - BUILDING DEPARTMENT

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BUSINESS TAX RECEIPT INSPECTION CHECKLIST - COMMERCIAL

Welcome to the City of New Smyrna Beach. We are excited that you have chosen our City to locate your business. In order to provide guidance on your upcoming Business Tax Receipt (BTR) inspection, we have listed some of the common violations our inspectors have found while performing inspections. This checklist, while not intended to be all inclusive, was developed to assist you with achieving timely compliance with the process of obtaining approvals for your BTR. By reviewing this checklist, you can help expedite the inspection by making sure the property meets these minimum requirements before the inspector is scheduled to visit.

-Please note that enforcement of fire and life safety codes must meet the provisions as established by the current edition of the Florida Fire Prevention Code as mandated under Florida State Statute §633.202, the City of New Smyrna Beach Code of Ordinance, and the Land Development Regulations. Fire life safety codes are not "grandfathered in" by law and must meet the intent of the "existing business occupancy" when you lease or purchase the business.

-Exit signs must be in operational order and illuminated with a battery backup. If you do not have this, a certified electrician will need to install and test them prior to the inspection. Permits are needed for installation.

-Emergency lighting is required for all commercial occupancies. If your business has an emergency light, it must be maintained in operational order prior to the inspection. Combination Emergency Lights/Exit Signs are acceptable.

- Fire Alarm Systems: If your building or tenant space is equipped with a fire alarm system, it must be inspected annually with a current annual inspection tag from a certified fire alarm company and technician. The owner or prior tenant should pass fire alarm certification and inspection records to the property owner or to you directly. All Fire Alarms shall be placed in complete service.

-Hood Suppression Systems or UL300: Fire protection systems such as kitchen hood suppression systems must be inspected and tagged annually by a licensed fire and safety equipment company. The hood and plenum shall be cleaned semi-annually and free from grease build-up. In addition, a K-Class extinguisher must be mounted in the kitchen with an affixed tag if you have a hood suppression system.

-Automatic Fire Sprinklers: If your occupancy or building is equipped with an automatic fire sprinkler system, such system must be maintained annually and in operational order and tagged by a licensed fire sprinkler company technician. If the sprinkler system is disabled, you as the occupant cannot move in until the system is repaired, tested, and inspected by the fire inspector to assure that the system is in working order.

-Per FS §633.222 and Fire Marshal Rule 69A-60.0081 from the 2010 Florida Fire Prevention Code, all roofs and floors that are of lightweight roof truss construction must post an 8x8 inch sign marked with either an "R" for lightweight roof truss only, or "RF" indicating a lightweight roof & floor truss design. The sign must be fastened 24 inches to the left of the exterior exit door mounted between 4-6 feet from the ground. Contact the Building Department if you have any problems or concerns regarding placement.

-Remove all extension cords! Extension cords by code cannot be used as permanent wiring. Approved Power Strips are approved by fire code provided they are plugged directly in an outlet and do not power major appliances such as a microwave, refrigerator, or freezer unless the power strip is approved for heavy appliances. Under no circumstances can a power strip be plugged into another power strip nor is an extension cord allowed to be plugged into a power strip. Power taps come in 6, 8, 10, 12, and 14 feet.

-Door locks must be to code. Double dead bolt locks, slide bars, slide locks, combination type, and double locks are not permitted and you will be instructed to remove those locks. If it is a double lock system such as a thumb turn lock coupled with a door lock, one of them must be deactivated. A key in a double dead bolt will NOT be accepted since code does not allow locks to be opened by a tool, key, or special knowledge.

-Fire extinguishers must be 3A40BC rated (5 lb.) and must be tagged by a licensed fire safety equipment company. If you purchase your fire extinguisher at Lowes or Home Depot et al, you must take it to a fire safety equipment company for them to tag it. Fire extinguishers must be inspected and tagged annually by the licensed fire equipment company of contract. The Fire Department is not certified to tag extinguishers. In addition, fire extinguishers shall be mounted with the top of the extinguisher 5 feet from the floor. Code requires one fire extinguisher every 75 feet (the maximum travel distance between fire extinguishers) pursuant to NFPA IO Standard Requirement for Fire Extinguishers.

-Permanent (Romex Type) Electrical wiring must be in conduit and compliant to the National Electric Code. Frayed or exposed electrical wiring cited by the building/fire inspector shall be cause to withhold approval for a business tax receipt until permits, repairs, and final inspections are made for compliance and approval for business.

-Mezzanines must be permitted for continued approval for storage loading. This includes any offices that may have been built prior to your occupancy. Please check with the Building Department if permits were pulled prior to your desire to rent such a building with built-in offices. All too often inspectors from Neighborhood Improvement encounter substandard tenant spaces with offices built without permits. If you purchase or rent the tenant space with non-permitted offices, you will be responsible for correcting the deficiencies unless you have made prior arrangements with your lesser in your lease agreement. The City of New Smyrna Beach will not intervene as to who corrects the violations cited. Check your lease Agreement. Inquire with Property Management, Owner or Registered Agent as to responsibility.

-Do NOT Block Exits: Blocked exits cited by this office shall be cause for immediate removal of blockage or approval for permit will be withheld until compliance is achieved.

-There shall be a clear space of 36" in front of electrical panels.

****A REINSPECTION FEE OF \$56.04 WILL BE APPLIED FOR THE SECOND FAILED INSPECTION AND/OR INSPECTIONS CANCELLED WITH LESS THAN 24 HOURS NOTICE. SUBSEQUENT REINSPECTIONS WILL BE CHARGED \$224.15 PER THE CITY ORDINANCE. ****

