City of Pasco - Inspection Services Division

Creating a Better Community

Business License Inspection Requirements

Now that you have applied for your business license, you probably want to know what happens next.

First, your business license will be reviewed by several of the City's departments to ensure that it complies with all City ordinances.

Following zoning approval by the City's Planning Division, your business location will need to be inspected. **Someone who has access to the inside of the business must be present for the inspection.** You will be notified with a phone call to the contact number you listed on your license application when your business is scheduled for inspection. Please be sure you are prepared for the inspection by reviewing the Inspection Requirements on the other side of this page. Failing inspections will cause delays in issuing your business license.

After your business license application has been reviewed by remaining departments and your business location has passed inspection, the City will determine if your business complies with all laws and local ordinances. If it does, your business license will be issued.

You must pass this inspection to receive an approved business license.

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Inspection Requirements

WHAT WILL BE INSPECTED?

There are four items that will be inspected. All four items must be approved in order for you to pass inspection and receive your business license.

1. Your **business address** must be clearly visible from the street on the outside of the building. The address numbers must be at least 4 inches in height and of a color that contrasts with the color of the building. This ensures that customers, police and other emergency personal can easily locate your business.

2. A **Class 2A20BC fire extinguisher** that has been recently tested and certified as operational by an authorized agency must be present in your business. Test records that are expired will cause your business to fail inspection.

3. **Exit signs** must be installed above each exit door. This will help you, your employees and your customers quickly and safely exit the building in an emergency.

4. **Bathrooms must be operable** for employees and/or customers.

LIFE SAFETY INSPECTION CHECKLIST

Please review this checklist before the inspection for your business is scheduled. Being familiar with these requirements will give you a better opportunity of passing inspection the first time, allowing your business to open sooner. *You cannot start operating your business until you have passed inspection and your license has been issued.*

_____ My business address is clearly visible from the street and the numbers are at least 4 inches tall and contrast with the color of the building.

_____ My business is equipped with a 2a20bc fire extinguisher with a **current** test record.

_____ There are exit signs above each exit door in my business.

_____ All bathrooms are operable.

_____ There are no other life/safety issues or hazards in my business.

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