

BEFORE OCCUPANCY INSPECTIONS

- Fire Marshal Inspects Location of [New Business License Application](#)

When a new business license is applied for at City Hall, the Finance Department sends the application to different agencies of the City for review and approval.

The Fire Department (Fire Marshal specifically) is one of the agencies that receives the application for review and comments. The Fire Marshal will usually call the applicant to visit the business location and conduct a fire prevention and safety inspection and will identify any deficiencies or concerns in writing and will either email and/or mail a copy of the report. A re-inspection will occur to ensure any items identified are corrected. Most items are minor and will allow the Business license application to continue, but if there are major fire code violations, the business license can be held or suspended until the items are corrected. Should no one be present at the time of the initial inspection, the Fire Marshal will call the applicant to set up a new time to conduct the inspection.

There is no fee for this fire prevention and life safety inspection.

We also try to conduct the inspection the same day or next day that the application is provided to our department – HOWEVER, this may actually be 3-7 days after you initially filed it with the City, so it is highly recommended the applicant contact the Fire Marshal before or when an application is made, to schedule the inspection convenient for the new business owner/manager.

[Click Here for a helpful handout given to commercial and mixed use property owners that helps explain why inspections are made and typical fire safety concerns that can be avoided.](#)

