



COMMERCIAL RE-INSPECTION PROGRAM APPLICATION

This application requires a \$100 application fee to be submitted to the Department prior to inspection.
Please Print

Application Date: _____

Proposed Commercial Business Name: _____

Proposed Commercial Property Address: _____

Unit/Suite Number: _____

Applicant/Name: _____

Applicant Address: _____

Email: _____ Telephone: _____

Property Owner/Lessor Name: _____

Property Owner/Lessor Address: _____

Email: _____ Telephone: _____

Detailed Description of Proposed Occupancy, Use, and Services Offered: _____

Building/Unit Area: _____ Square Feet

Number of Building/Unit Exits: _____ Exit Doors

Number of Building/Unit Restrooms Provided: _____ Number of Toilet & Lavatory Fixtures Provided: _____

Provide detailed, scaled, dimensioned, labeled, and easily legible floor plan of the existing building and unit. Indicate means of egress, exits, and restrooms with plumbing fixtures.

The purpose of the Commercial Reinspection Program is to inspect commercial properties vacant for 90 days or more to ensure commercial properties remain in code compliance for their intended and continued occupancy and use. The Department of Permits & Inspections reviews documents and conducts inspections to identify any code compliance issues that require resolution, remediation, or correction. The Department processes all applications as quickly as possible, dependent upon the information required and provided. Please be advised that the Department shall not be responsible for business decisions and contract executions between other parties.

*** False or inaccurate information provided by the applicant shall void the application and inspection with no fee refund.**

Applicant Signature: _____

Applicant Printed Name: _____

Signature Date: _____

Department of Permits & Inspections Use Only:

Building Construction Classification:

- Type I A
- Type II A
- Type IIIA
- Type VA

- Type IB
- Type IIB
- Type IIIB
- Type VB

Proposed Building Occupancy Classification:

- A – Assembly
- B – Business
- E – Educational
- F – Factory/Industrial
- H – Hazardous
- I – Institutional
- M – Mercantile
- S – Storage

Existing Building Occupancy Classification:

- A – Assembly
- B – Business
- E – Educational
- F – Factory/Industrial
- H – Hazardous
- I – Institutional
- M – Mercantile
- S – Storage

Maximum Occupant Load: _____ Persons

Building Construction Date: _____

Last Building Permit Issued or Scheduled Reinspection Number: _____

Existing Certificate of Occupancy on Record:

- Yes
- No

Date: _____

Building Division Approval:

- Approved
- Denied
- Permit Application Required

Date: _____

Building Division Staff Review Name: _____

Zoning Division Approval:

- Approved
- Denied

Date: _____

Health Department Approval:

- Approved
- Denied
- Not Required

Date: _____



Permits and Inspections Commercial Re-inspection Checklist

When inspected, these properties must comply with the provisions of the current edition of the Virginia Uniform Statewide Building Code and any applicable standards. Permits must be issued prior to any work that is to be done by occupant, landlord or contractor. Building must be vacant and empty of all stock time of inspection.

This is a general guide to the Commercial Re-inspection process. Certain occupancy groups may require a more thorough inspection.

EXTERIOR

- Entire exterior of structure will be inspected for peeling and chipped paint, missing and damaged siding, rotted wood on exterior of structure. Building must be structurally sound.
- Roof: Must be structurally sound and watertight. Gutters and downspouts must be in good repair.
- Masonry including chimneys: structurally sound and in good repair with mortar pointed up as needed.
- Doors & Windows: glazing and weather stripping must be tight and in good condition with no broken glass. Lever door handles (ADA) on all public commercial doors.
- Foundation: must not display signs of excessive cracking or shifting.
- Stairways, decks, porches and balconies: structurally sound and in good repair, and capable of supporting the imposed loads.
- Handrails & Guards: must be securely installed and in good repair.
- Signs: must be in good repair and securely attached to the structure.
- Address numbers: must be installed on the front of the main structure in 4" or taller numbers.

INTERIOR

Building General

- Building must be structurally sound with no evidence of leaking from the weather or faulty mechanical or plumbing systems. The interior of the building must be free of chipped and peeling paint. All systems must function as designed, including but not limited to electrical, mechanical, plumbing and fire safety.
- General cleanliness: all surfaces must be clean. This includes walls, windows, countertops, sinks, tubs, cabinets, floors, etc.
- Means-of-egress: doors must be properly operable and weather tight. All exit hardware must be in good working order. Exit pathways must be clear of any obstructions. All interior steps, railings and guards must be in good repair.
- Flooring: All flooring throughout the building must be clean and in good repair, with no tears or buckles that may cause a trip hazard (i.e. carpet, vinyl, tiles, etc.).

- Windows: must be properly operable, in good repair, and able to readily open/stay open with its own hardware. Locks must be properly operable.
- Store fixtures: Store shelving and sales counters will be in place at time of inspection.
- Attics: if accessible, will be inspected for evidence of roof leaks, excessive storage or accumulations, and openings that permit rodent/pest entry.
- Elevators shall be properly working and documentation of annual testing must be made available on demand.

Restrooms:

- Toilets: securely fastened to floor, free from leaks and be fitted with an open front seat. If in an ADA restroom/stall, must have flush handle to open side and proper grab bars installed.
- Lavatories: must be clean, securely mounted, free from leaks and meet ADA requirements for faucets and under sink padding.
- Ventilation: restrooms must be equipped with ventilation rated at 50/70 CFM/FT².
- Electrical receptacles: must be GFCI protected.

Kitchen/Bar:

- All surfaces clean.
- Countertops & Work Surfaces: Must be in good repair and able to perform as designed.
- Sinks: must be properly installed and sized for designed use
- Grease interceptors and similar equipment must be maintained and cleaned.
- Hood System: must be properly sized for equipment used under it, must be in good working order and shall have an up to date annual inspection and maintenance tag made available per NFPA 96.
- Cooking Equipment: must be installed to manufacturer's specifications for clearances, gas pipe sizing and electrical supply (installation instructions to be on site at time of inspection).
- Refrigeration: all refrigeration/freezer equipment must be installed to manufacturer's specifications (installation instructions to be on site at time of inspection).

Building Systems

- Electrical equipment: must be properly installed and in good working order. All cover plates must be installed on all boxes. Panel box must be properly installed, labeled and in good working order with no open spaces. Double tapping of circuits is prohibited.
- Water heater must be properly installed, vented properly (if gas), with a discharge pipe installed on the pressure relief valve plumbed to within 6" of the floor, or taken out through the floor or wall.
- Backflow prevention devices shall be properly installed, maintained, and in good working order. Documentation of annual testing will be made available on demand. (Ex. Zurn BFP-9)
- All mechanical units and heating, ventilation and air conditioning systems must be properly installed and able to safely perform their intended function. All required ventilation systems shall be installed and properly working. Portable space heaters are not allowed as primary heat source. Nail salons must have individual ventilation for each station rated at 50 cfm.

Fire and Life Safety

- Fire extinguisher (2A-10BC) minimum of 1 within 50 ft. of all areas readily visible and wall hung
- Hard-wired (electric) smoke detectors must have a battery back- up.
- If the building has a sprinkler system, an up to date annual inspection and maintenance tag or other documentation must be available per NFPA 25.
- Fire alarms must have an up to date annual inspection and maintenance tag or other documentation made available per NFPA 72.
- Fire doors must be operable, have properly operable latching hardware and have properly working self-closing devices.
- Where two exits are required the exit access and exits must have emergency lighting and illuminated exit signs

CERTIFICATE OF OCCUPANCY

- If all requirements are met a Certificate of Occupancy shall be issued for the subject unit.
- If violations are noted they must be corrected prior to obtaining a Certificate of Occupancy, a permit may be required to correct certain violations. Once all violations are corrected a re-inspection will be performed and if all violations have been corrected a Certificate of Occupancy will be issued.