



CITY OF SHAWNEE
BUSINESS OCCUPANCY

- Checkboxes for New Business, Change of Original Applicant, Change of Ownership, Change of Tenant

Occupancy Permit No.: _____ \$50.00 Receipt No.: RN-_____ Payment Type: _____

Business Name: _____ Date of Expected Opening ___/___/___

Business Mailing Address: _____

Business Physical Address: _____

Owner/Corp. Name: _____

E-mail: _____@_____

Owner/Corp. Phone No.: (____)-____-____ Owner/Corp Cell No. :(____)-____-____

Fax No.: (____)-____-____ Emergency No.: (____)-____-____

Owner/Corp. Mailing Address: _____

If Corporation, list officers: _____

Owner of Property: _____ Signed Copy of Lease Yes No

Type of Use: _____ Current Zoning: _____ Required Zoning: _____

Building Size: _____ Total Square Ft: _____

State Sales Tax #: STS-_____

Able Permit Required Not Required Renewal Date ___/___/___

Department of Human Services &/or Health Inspection Yes No NR

Department of Environmental Quality Permit Yes No NR

****DO NOT WRITE BELOW THIS LINE****

Current Zoning: _____ Change of zoning required Yes No

Building Inspection: Approved Denied By: _____

Re-Inspection Required: No Yes if yes, when: _____

Inspector _____

Date _____

Owner/Manager _____

Date _____

Existing Site

❖ No Change to construction of building and/or use. (Non-Conforming)

- Is proper lot condition and maintenance being performed to the existing parking lot, driveways, and/or loading and unloading zones? With special attention to holes. Yes No N/A
- Is proper line stripping for parking spaces, loading, and unloading areas and fire lanes legible? Yes No N/A
- Is the loading and unloading area designated? Yes No N/A
- Is outdoor lighting arranged to not interfere with adjacent use and/or adjacent street? (No flashing or intermittent type.) Yes No N/A
- No obstacles interfering within the line-of-sight triangle. Yes No N/A
- Proper screening in place adjacent to a residential district Yes No N/A
- Is trash bin screening in place? Yes No N/A

Improvement to Site

❖ An addition, change of use. (Conformance)

- Adequate amount of parking spaces Yes No N/A
- All parking spaces, driveways, loading and unloading for shipment and ADA parking shall be paved with a sealed surface pavement. Yes No N/A
- Designated loading and unloading zones Yes No N/A
- No obstacles interfering within the line-of-sight triangle. Yes No N/A
- Are all structures located in the proper setback laws? Yes No N/A
- Is outdoor lighting arranged to not interfere with adjacent use and/or adjacent street? (No flashing or intermittent type.) Yes No N/A
- Proper screening in place adjacent to a residential district Yes No N/A
- Is trash bin screening in place? Yes No N/A
- Is the proper amount of landscaping in place? Yes No N/A

General Inspection

❖ Exits

- Two means of egress from building. Yes No NR
- Two exits from each floor. Yes No NR
- Exits clear from trash and debris. Yes No NR
- Illuminated exit signs. Yes No NR
- Adequate emergency lighting. Yes No NR

❖ Doors

- Swing in direction of travel. Yes No NR
- Panic hardware. Yes No NR
- Egress doors 32 inches wide. Yes No NR

Service Equipment (Electrical)

- Breaker panel clear and unobstructed. [] Yes [] No [] NR
- GFCI receptacles in sink area and restrooms. [] Yes [] No [] NR
- Receptacle covers installed. [] Yes [] No [] NR
- Appliance/Equipment cords in good condition. [] Yes [] No [] NR

❖ Service Equipment (Plumbing)

- Restrooms illuminated properly [] Yes [] No [] NR
- Restrooms vented properly. [] Yes [] No [] NR
- Water heaters installed properly. [] Yes [] No [] NR
- Toilets and sinks drain properly. [] Yes [] No [] NR

❖ Exterior

- Free from trash and tall grass. [] Yes [] No [] NR
- Adequate parking. [] Yes [] No [] NR
- Building area free from hazards. [] Yes [] No [] NR

ADA CHECKLIST

❖ Doors and Entrances

- Has at least one handicap accessible entrance. [] Yes [] No
- Doors has minimum clear opening of 32" wide. [] Yes [] No
- Doors require minimum effort to open and close slowly. [] Yes [] No
- Level platform approximately 5'x5' inside and outside of door. [] Yes [] No
- Door thresholds should be flush or beveled. [] Yes [] No

❖ Rest Rooms

- Door should swing out with 32" clear opening. [] Yes [] No
- Room should be approximately 5'x5' with a clear space or 30"x48" in front to sink, toilet stall, etc.... [] Yes [] No
- Two handrails mounted securely behind or adjacent to toilet. [] Yes [] No
- Mirror, towel dispenser & shelves not mounted over 40" max height. [] Yes [] No
- Sink should have 29" clear space underneath (no cabinet). [] Yes [] No
- Faucets to be lever-operated or push type. [] Yes [] No
- Toilet stalls at least 4'8"x 3' with door which swings out. [] Yes [] No
- Urinals to be floor mounted or a max height of 19" from floor. [] Yes [] No

❖ Telephones and Drinking Fountains

- If offered, at least one public phone must be accessible to the handicap. [] Yes [] No
- If offered, at least one fountain must be accessible to the handicap. [] Yes [] No

Safety and Hazards

- If an alarm system is available, must include auditory & visual signal. [] Yes [] No
- Floors should be level and non-slip. [] Yes [] No
- Exits should be clearly marked. [] Yes [] No
- Warnings posted clearly near hazards or dangerous areas. [] Yes [] No
- Tactile floor warnings near the top of stairs. [] Yes [] No
- Fire alarms should be marked and accessible. [] Yes [] No
- Corridors should be free of protruding objects. [] Yes [] No

❖ Ramps

- Must be 36" wide (clear space), cannot have a slope steeper than 1' rise over a distance of 12', and run over 30' without a rest platform. [] Yes [] No
- Ramps should have handrails on both sides which extend 1' before and beyond the slope of the ramp. [] Yes [] No
- Ramps should have a non-slip uninterrupted surface. [] Yes [] No
- Ramp platforms should be at least 5'x5' with a 6' long flat surface. [] Yes [] No

❖ Walkways

- Walkways should be a continuous uninterrupted nonslip surface. [] Yes [] No

❖ Stairs and Elevators

- Stair steps should be at least 11" deep and not exceed 7" in rise. [] Yes [] No
- Stair nosing's (under front edge) should be flush, angled, or rounded. [] Yes [] No
- Handrails must be on both sides of the stairs and exceeds 12" past the bottom and top steps. [] Yes [] No
- Elevator cab should have approximately 5'x5' with controls at an appropriate height which can be easily operated. [] Yes [] No

❖ Parking

- If the building has a parking lot, at least on space should be designated for handicapped people with a sign. [] Yes [] No
- If the building has a loading zone, it should have at least one area, flush with the walk or with curb ramps, adequate in size to allow safe loading. [] Yes [] No