

Basic Business License Checklist

One Family Dwelling Two Family Dwelling Other: _____ Is the property occupied? Yes No

BBL CAP#: _____ Address: _____ Unit #: _____

Inspection Date: _____ Inspector Name: _____

WARNING: Do not occupy uninhabitable spaces (e.g. basement, crawlspace, deck, den, garage, sleeping rooms, etc.)

| | | Passed | Failed | N/A |
|----|--|--------|--------|-----|
| A. | Provide a smoke alarms on every level, vicinity of the sleeping room and every sleeping room Smoke alarms and smoke detectors shall NOT be installed within a 36 in. horizontal path from the tip of the blade of a ceiling-suspended (paddle) fan, horizontal path from a door to bathroom containing a shower or tub & horizontal path from the supply register of a forced air heating or cooling system and shall be installed outside of the direction of the air flow from those registers. | | | |
| B. | Provide a carbon monoxide detector in the vicinity of the sleeping rooms where there is a fuel burning appliance. | | | |
| C. | Does the space requirement for occupancy - 70 Square feet for sleeping room for one person and 50 square feet for each additional person? | | | |
| D. | Does the ceiling height meet minimum requirement in all habitable spaces 7 feet or basement 6'8" and 6'4" under beams? | | | |
| E. | Does unit meet light and ventilation requirements and system operational? | | | |
| F. | Are all exit and security doors readily openable without the need for keys, special knowledge or effort? | | | |
| G. | Do sleeping rooms have adequate emergency escape or rescue openings? <ul style="list-style-type: none"> • Certify that all required emergency escape and rescue openings from the inside of the room without the use of keys, or tool, (bars, grilles, gates, or similar devices must be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening) • A minimum net clear opening of 5.7 sq. ft. (or 5 sq. ft. unit if unit is grade level) • A minimum net clear opening height dimension of 24 inches • A minimum net clear opening width dimension of 20 inches. • A finished sill height of not more than 44 inches above the floor. • Window well shall be 9 sq. feet & 36" wide with fixed ladder | | | |
| H. | Are sleeping rooms free from gas meters and fuel burning appliances or meet exceptions? | | | |
| I. | Are walls, ceiling, doors and windows free of peeling paint, cracks, holes, dampness & uncleanness? | | | |
| J. | Are windows & doors (including hardware) in good repair, weather tight and are screens provided? | | | |
| K. | Are floors, steps and walking surfaces sound reasonably level? | | | |
| L. | All risers 3 or more require a handrail, guard and balustrades? | | | |
| M. | Are electrical outlets, switches and fixtures operational? | | | |
| N. | Are the required number of receptacles and electrical fixtures present? | | | |
| O. | Does dwelling unit contain the required plumbing fixtures and operational? | | | |
| P. | Is the heating system/AC system operational? | | | |
| Q. | Is the water heating equipment operational and Pressure Relief Valve Pipe installed 6" from the floor/pan? | | | |
| R. | Are installed appliances operational? | | | |
| S. | Is the exterior of the property maintained? (Roof, gutters, downspouts, walkways, porches, etc.) | | | |
| T. | Provide a visible and readily accessible fire extinguisher. | | | |

Passed Failed Inspector Signature: _____ Badge#: _____

Received By: _____
 (Owner/Agent Name) (Owner/Agent Signature) (Owner/Agent Phone)

Correct the failed items and call (202) 442-9557, Option '6' to schedule a re-inspection. The landlord/operator is required to be aware of the Lead Based Paint notification requirements. Go to www.wpa.gov/lead & www.hud.gov/offices/lead for more information. Violations that are not listed on this checklist are subject to be cited per the Current DC 2013 PMC shall be abated prior to issuing of the Basic Business License. All repairs must be abated in a workmanship manner per DC 2013 PMC 102.5.