SMALL BUSINESS STARTUP GUIDE

GROWING BOONEVILLE BETTER

Small Business startup guide has been created to assist you, the business owner, in the process/steps of opening a local business within the City of Booneville. Please follow this checklist or contact us @662-416-9278 for additional assistance.

CONTACT

PHONE:
662-728-1831

WEBSITE:
www.visitbooneville.com

IMPORTANT NUMBERS

Mayor's Office	662-728-5601
Fire Chief	662-728-4091
Police Chief	662-728-3161
Public Property	662-210-0216
Gas and Water Dept.	662-728-6259
PCEPA	662-728-4433
Park and Rec	662-728-4132
Tourism /Main Street	662-416-9278

#Bloomwithus

CITY OF BOONEVILLE MISSISSIPPI

CHECKLIST

1. Must acquire Department of Revenue (State Sales Tax ID #) Applications available @ **www.dor.ms.gov**
2. City of Booneville – Privilege License Application Located at 203 N. Main Street.
3. Booneville Fire Inspection (see Fire Chief)
4. If in need of construction to property, one MUST see Charles Sanders @ 662-210-0216 for Building Permits.
5. Gas and Water Requirements SEE ATTACHMENT.
6. ALL businesses serving foods MUST obtain a Food Permit from the Mississippi Department of Health. Go to food **@msdh.ms.gov**. for Food Permits requests.
7. Power will be through Prentiss County Electric Power Association. Contact 662-728-4433.
8. Historic District business questions on signage/ façade improvements MUST acquire permitting with Booneville Main Street office (see Lori Tucker).

SMALL BUSINESS INCENTIVES

- Membership with Booneville Main Street Association (see attachment)
- Façade Grant Program
- Historic Tax Credit Incentive Programs
- Local Tax Abatement

BOONEVILLE GAS & WATER
200 N COLLEGE STREET
BOONEVILLE, MS 38829
662.728.6259

REQUIREMENTS TO ESTABLISH BUSINESS ACCOUNTS

PROPERTY OWNER

CUSTOMER WILL NEED TO BRING:

- COPY OF DEED
- VALID ID
- COPY OF PRIVILEGE LICENSE (TO OPEN ACCOUNT IN BUSINESS NAME)
- DEPOSITS FOR SELECTED SERVICES (GAS &/OR WATER)
- VOIDED CHECK FOR DIRECT DEPOSIT IF DESIRED

CUSTOMER WILL BE REQUIRED TO COMPLETE AN APPLICATION.

PROPERTY RENTER

CUSTOMER WILL NEED TO BRING:

- LEASE AGREEMENT
- VALID ID
- COPY OF PRIVILEGE LICENSE (TO OPEN ACCOUNT IN BUSINESS NAME)
- DEPOISTS FOR SELECTED SERVICES (GAS &/OR WATER)
- VOIDED CHECK FOR DIRECT DEPOSIT IF DESIRED

CUSTOMER WILL BE REQUIRED TO COMPLETE AN APPLICATION.

Obtaining a Food Permit

MSDH now processes food facility permits electronically through the following permit and inspection process:

Step 1: Request a Plan Review packet by emailing us.

- **Retail** facilities and caterers: send e-mail to **food@msdh.ms.gov**.
- **Manufactured** food producers: send e-mail to **mfgfoods@msdh.ms.gov**

Step 2: Complete the Food Permit application and Plan Review. Send it to the address listed on the Plan Review, or e-mail it to food@msdh.ms.gov (retail facilities) or mfgfoods@msdh.ms.gov (manufacturers)

- **Food Permit Application**

To expedite our review please ensure the following:

- Put your facility name on the subject line of the e-mail and on all the documents you submit.
- Provide a complete application **and** plan review including:

Retail

- Floor plan
- Menu
- Copy of the Food Manager's certificate

Manufacturers

- Floor/site plan
- Items processed or held

When applicable, include:

- HACCP Plan (Risk category 3 or 4)
- Seafood HACCP Certification
- Juice HACCP Certification
- Approval of Water Source (if private)
- Approval of On-Site Wastewater System

- Better Process Control School Certification
- Food Safety Plan
- Label of Product(s)

Please allow 48 hours for us to acknowledge receipt of your application.
Review of a completed application may take up to **30 days**.

Step 3: Once we receive your plan review package, you will be e-mailed a link to pay the plan review fee of **$224.25**. Use the link in the e-mail to pay the plan review fee, or pay online using your facility ID at www.ms.gov/msdh/environmental/Food. The plan review fee must be paid for online before the plan review will begin.

Step 4: You should receive an invoice for your permit fee via email once your application has been reviewed and approved.

Step 5: Use the link in the e-mail that you receive from us to pay the permit fee, or pay online at www.ms.gov/msdh/environmental/Food. Enter the "Permit ID Number" exactly as it appears on your invoice. Permits must be paid for online before an inspection can take place.

Permit Payment

The Division of Food Protection now uses an online payment system and no longer accepts checks or cash in county offices. There is a small **processing fee** associated with online payment.

Pay online at www.ms.gov/msdh/environmental/food using the Permit ID Number exactly as it appears on your invoice.

- **Pay online now**

If you have not received an invoice, call the Division of Food Protection at 601-576-7689.

Permit fees

The cost of an annual food permit is determined by the risk level assigned to your facility during plan review, and will be evaluated yearly at the time of facility inspection. The annual permitting fee for all facilities has been **increased by 15%** effective August 21, 2017. The revised costs are (subject to change):

- Risk 1: $40.00
- Risk 2: $132.25
- Risk 3: $198.00
- Risk 4: $264.50

Re-inspections

Re-inspections following one of our regular facility inspections may be requested by owners when they have made corrections that they believe may result in an improved inspection grade.

Re-inspection fee: $165.00

BOONEVILLE
MAIN STREET
Bloom with us

2021 Partnership Application

Business Name:_____

Contact Name:_____

Physical Address:_____

Mailing Address(if different):_____

City:_____ State:_____ Zip Code:_____

Phone:_____ Email:_____

Website:_____

Social Media:

:_____ :_____

:_____ :_____

Partnership Dues

Please select the fee that applies

- ❑ $50 (Individuals/Couples)
- ❑ $75 (Church/Civic Club)
- ❑ $100 (Up to 4 Employees)
- ❑ $175 (5-100 Employees)
- ❑ $350 (101-200 Employees)
- ❑ $500 (201+ Employees)

Payment Information

Amount:_____ Cash/Check# _____

Date of Payment_____

Signature of Business owner:_____

Return Address: 100 W Church Street Booneville, MS 38829

If you have any questions, please call 662-322-6402 or email ltucker@booneville-ms.gov

How do you want to be involved in 2021?

Participate:

Spring Open House _____

Hospitality Arts Festival _____

Tailgate Ladies Night Out/ Open House _____

Block Party_____

Fall Festival_____

Christmas Open House_____

Christmas Parade_____

Merry Market Nights _____

Sponsor:

Mural Project _____

Hospitality Arts Festival _____

Screen on the Green_____

Block Party_____

Fall Festival_____

Membership Dinner_____

Christmas Parade_____

Volunteer:

Membership Drive _____

Hospitality Arts Festival _____

Block Party_____

Fall Festival_____

Membership Dinner_____

Beautification/ARTS _____

Christmas Parade_____

By selecting any of the above you are not committed to them. This is just to help us know who would like to participate in which event. There may be more events that you can participate, sponsor, or volunteer for throughout the year.

Booneville Main Street Matching Grant Program for Facades and Signs

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Project Guidelines

The purpose of the incentive Grant Program is to restore, improve or create historic architectural features to facades of commercial buildings anywhere within the Booneville Historic District.

A. Where practical, all building facades shall be restored to their original period design. If it is deemed not practical by the Booneville Main Street Board, then a similar architectural design shall be used. All horizontal and vertical features shall be retained.
B. If a building is contributing to the Historic District, the repairs must be follow the Historic Preservation Commision's Historic District Design Guidelines.
C. All storefronts shall be designed, constructed, and maintained to complement and accept the architectural features of the building. All accessories, signs, and awnings shall likewise harmonize with the overall character of the building.
D. All color schemes shall accent the building as well as harmonize with adjacent buildings. Historic murals will be considered on a case-by-case-basis.
E. Funds shall be allocated by decision from Historic Preservation Commision and when funds are available from Booneville Main Street. Tenants may qualify upon receipt of written consent of the owner of the building. All Grant funds awarded require a matching dollar for dollar expenditure by the owner/tenant. Funds may be rewarded as follows:

Up to $2,000 for facades, storefronts, awnings
Up to $500 for signage

F. No work for which a Grant is sought should begin until authorized by the Booneville Main Street Association Board.
G. No Grant monies or matching monies shall be used to perform general repair, structural, or habitable work or otherwise to meet code to occupy building.
H. To qualify for Grant funds, applicants must be a member in good standing with the Booneville Main Street Association. Application and appropriate plans must be submitted to the Booneville Main Street Office at 100 W Church St. Booneville, MS 38829.
I. No grants will be made to government-owned properties or to tenants in government owned properties.
J. Work done by the applicant requires an estimate from an outside source to verify that costs are within reasonable parameters.

Booneville Main Street Matching Grant Program for Facades and Signs

Application

Applicant Name:_____

Business Name:_____

Property Address: _____

_____

Applicant's Phone Number:_____

Type of Facade improvement planned (note all that apply). Please attach supporting data checklist:

Signage: Removal New Altered Repair

Painting: (Approximate Sq. Ft. area):_____

Structural Alterations:_____

Cosmetic Alterations (Moldings,etc.):_____

Other Work: Please specify (Awnings, etc):

_____

Total Cost of Project:

$_____

Amount Requested: $_____

Signage not to exceed $500
Facade not to exceed $2,000
You may only apply in one category.

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the Booneville Main Street Board and Historic Preservation Commision. No work should begin until I have received written approval from the Booneville Main Street Board. I further understand that the project must be completed within three (3) months and that Grant monies will not be paid until the project is complete. I agree to leave the completed project in its approved designs and colors for a period of five (5) years from the date of completion.

Signature of Property Owner_____Date_____
Signature of Business Owner_____Date_____

Booneville Main Street Matching Grant Program for Facades and Signs

Supporting Data Checklist for Applicants

SIGNS:

- Provide a color rendering of the design chosen
- Include specifications as to the size and width of the sign
- Note how and where the sign will be hung
- Submit a written estimate from a sign company
- Submit written verification that design and size comply with City Codes

PAINT:

- Provide samples of the colors chosen
- Mark which color will be body color and which will be accent colors
- Note where each color will be used
- Submit written estimate from painter of your choice

AWNINGS:

- Provide information about color and style of awning chosen
- Note where awning will be placed on building
- Submit written estimate
- Submit written verification that design and size comply with City codes

Awning selection must take into account the architectural style of building.

MAJOR FACADE ALTERATIONS:

- Providing a rendering of major changes, including paint and awning colors where applicable
- Submit a written estimate from contractor

ALL PROJECTS PROPOSED BY TENANTS:

- To be eligible for a direct Grant, tenants need to provide a notarized Authorization for Work from the property owner.
- Submit signed Hold Harmless Agreement (see attachment)

Booneville Main Street Matching Grant Program for Facades and Signs

Grant Procedures

1. Fill out an application and checklist and submit one copy to the Booneville Main Street Association office with supporting data by the first of the month. (See attached sheet for required supporting data checklist)
2. Historic Preservation Commision will review the project and submit the package to the Booneville Main Street Board with their recommendation.
3. Projects will be submitted to the Booneville Main Street Board their monthly meeting held on the 3rd Thursday of the month.
4. Once the Board has approved the project, written notice will be delivered and work can begin. No work should start until written notice is received.
5. Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of grant funding.
6. Grantee must submit a paid bill for reimbursement together with an affidavit form the contractor certifying the work, as submitted, is complete. Any unapproved changes will void the Grant. If Grantee decides to change the project after approval, they must contact the Booneville Main Street Office.
7. The Booneville Main Street Board reserves the right to grant additional money to targeted projects that they believe will have significant impact on the area or projects that are not located in the Booneville Historic District.
8. Staff will be available to offer any assistance needed and may seek outside guidance on any project being considered for the grant program.
9. Matching Grant Program for Facades and Signs is funded by Booneville Main Street. Applications and grants will be available as funds are available.
10. When the project is complete, the Booneville Main Street Association will reimburse grantee for one of the following:

- 50% of an approved bill for signage, with Booneville Main Street Association maximum contribution being $500 or
- 50% of an approved bill with Booneville Main Street Association maximum contribution being $2,000

Booneville Main Street Matching Grant Program for Facades and Signs

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RELEASE AND HOLD HARMLESS AGREEMENT

Release executed on the _____day of _____, 20____, by (Property Owner)_____ and (Tenant, if Applicable)_____, of (Street Address)_____, City of Booneville, County of Prentiss, State of Mississippi, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Booneville Main Street Association for loss of damage, and claims or damages therefore, on account of any work that has been performed in accordance with the City or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Mississippi and that if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effort.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor's obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this _____ day of _____, 20____

Property Owner Signature_____ Witness_____

Tenant Signature_____ Witness_____

Acct. No.

Example

PRIVILEGE LICENSE APPLICATION

THIS APPLICATION REQUIRED BY LAW
FORM MUST BE COMPLETED & ALL
QUESTIONS ANSWERED

Expiration Date
9/30/21

NAME: The Coffee Shop

ADDRESS: 123 Lindsey Lane, Booneville, MS 38829

APPLICANT: Maria Doe

BUSINESS LOCATION: 456 Busy Lane, Booneville, MS 38829

TELEPHONE: 662-322-1234

TYPE OF BUSINESS

WHOLESALE	____	SELLING	✓	CORPORATION	✓	NAME OF
RETAIL	✓	MANUFACTURING	____	PARTNERSHIP	____	PARTNERS
SERVICE	✓		____	INDIVIDUAL	____	(IF PARTNERSHIP)

WHEN WILL/DID YOU BEGIN OPERATION OF YOUR BUSINESS IN THE CITY: Aug. 1st, 2021

KIND OF BUSINESS (PLEASE BE SPECIFIC)

STATE SALES TAX ID NUMBER: 4567-890-123

LICENSE MUST BE RENEWED AND PAYMENT RECEIVED PRIOR TO EXPIRATION DATE TO AVOID PENALTY.

TOTAL NUMBER OF FULL-TIME EMPLOYEES FOR THE PAST TWELVE (12) MONTHS: 3

(NOTE: The term "employee" means full-time employees and, with respect to a professional firm or clinic, also includes all partners; however, such term excludes seasonal employees. The term "full-time" means at least thirty (30) hours per seven day week.)

ENTER THE TOTAL HERE AND ON REVERSE SIDE IN BLOCK A.

WHOLESALE - RETAIL

1.	AMOUNT OF ASSESSED INVENTORY TO THE NEAREST DOLLAR:) (SEE SCHEDULE A ON REVERSE SIDE FOR AMOUNT OF FEE AS REQUIRED BY MISSISSIPPI STATUTE.)	1.	3500.00
2.	IF YOU SELL LIGHT WINE/BEER, CITY FEE IS ____ (MUST ENCLOSE A COPY OF VALID STATE BEER LICENSE) (SEE SCHEDULE B ON REVERSE SIDE.)	2.	Ø
3.	DO YOU HAVE GAME MACHINES? NO IF SO, HOW MANY? ____ ($45.00 EACH)	3.	Ø
4.	DO YOU HAVE VENDING MACHINES? Yes NUMBER AT $10.00 EACH 1 NUMBER AT $7.50 EACH 0 (SEE SCHEDULE B ON REVERSE SIDE.)	4.	10.00
5.	DO YOU HAVE KIDDY RIDES? NO IF SO, HOW MANY? ____ ($18.00 EACH)	5.	Ø
6.	DO YOU HAVE MUSIC MACHINES? NO IF SO, HOW MANY? ____ ($27.00 EACH)	6.	Ø
7.	DO YOU SELL FOOD? Yes IF SO, PLEASE ENCLOSE A COPY OF YOUR FOOD PERMIT.		

OTHER THAN WHOLESALE - RETAIL

8.	OTHER TYPE OF BUSINESS (EXCEPT MANUFACTURER'S) FEE (SEE SCHEDULE B ON REVERSE SIDE TO DETERMINE AMOUNT OF FEE.)	8.	Ø
9.	MANUFACTURER'S FEE (USE SCHEDULE C ON REVERSE SIDE TO DETERMINE AMOUNT OF FEE.)	9.	Ø
10.	TOTAL PRIVILEGE LICENSE FEE DUE (ADD BLOCKS 1 THRU 9) →	10.	30.00

AFFIDAVIT

I HEREBY CERTIFY THAT ALL INFORMATION GIVEN ON THIS APPLICATION FOR THE PURPOSE OF SECURING A PRIVILEGE LICENSE, AND DETERMINING THE AMOUNT DUE, IS TRUE AND CORRECT.

SIGNATURE: Maria Doe TITLE: Owner DATE: 7/20/2021

APPLICATION MUST BE ACCOMPANIED BY REMITTANCE PAYABLE TO →

FOR ADDITIONAL INFORMATION,

PHONE 662-706-4567

City of Booneville
203 N. Main Street
Booneville, MS 38829

A. TOTAL NUMBER OF FULL-TIME EMPLOYEES A. _____

SCHEDULE A - INVENTORY ASSESSMENT TABLE

IF YOU ARE A WHOLESALE OR RETAIL STORE DEALING IN THE SALE OF GOODS, WARES, AND/OR MERCHANDISE.

ASSESSED VALUE IS DETERMINED AS IT APPEARS ON THE PERSONAL PROPERTY ASSESSMENT ROLLS. IF YOU ARE A NEW BUSINESS, ADD ESTIMATED ASSESSED VALUE INVENTORY IN NO. 1 ON FRONT PAGE OF APPLICATION, (ESTIMATED ASSESSED VALUE WILL BE 15% OF ESTIMATED TRUE VALUE).

Then, determine the amount of tax you owe by applying assessed value of your inventory to schedule listed below.

ASSESSED VALUE OF INVENTORY	PAY THIS AMOUNT
$0 - $7,000	$20.00
$7,001 - $10,000	$25.00
$10,001 - $12,000	$32.50
$12,001 - $15,000	$40.00
$15,001 - $20,000	$50.00
$20,001 - $25,000	$62.50
$25,001 - $30,000	$75.00
$30,001 - $40,000	$92.50
$40,001 - $50,000	$150.00
$50,001 - $60,000	$200.00
$60,001 - $70,000	$250.00
$70,001 - $80,000	$300.00
$80,001 - $90,000	$340.00
$90,001 - $100,000	$380.00
$100,001 - $125,000	$440.00
$125,001 - $150,000	$560.00
$150,001 - $175,000	$680.00
$175,001 - $200,000	$800.00
$200,001 - $225,000	$920.00
$225,001 - $250,000	$1,040.00
$250,001 - $300,000	$1,200.00
$300,001 - $350,000	$1,360.00
$350,001 - $400,000	$1,520.00
$400,001 - $450,000	$1,680.00
$450,001 and over	$1,840.00

SCHEDULE B - ALL BUSINESS
(OTHER THAN MANUFACTURERS & WHOLESALE/RETAIL STORES)

CODE	EMPLOYEES	FEE
27-17-009	0 - 3	$20.00
	4 - 10	$30.00
	OVER 10	$3.00 PER EMPLOYEE, NOT TO EXCEED $150.00
27-17-035	AUTO RENTAL	$15.00 (CLASS 1)
		$10.00 (CLASS 2)
		$5.00 (CLASS 3 - CLASS 7)
27-17-299A	PAWN BROKER	$250.00
27-17-299B	ADDITIONAL TAX, DEADLY WEAPONS	$250.00
27-17-415	WEAPONS, DEALERS IN DEADLY	$100.00
27-71-303	LIGHT WINE/BEER	
	(A) RETAILERS - FOR EACH PLACE OF BUSINESS	$30.00
	(B) WHOLESALERS OR DISTRIBUTORS - FOR EACH COUNTY	$100.00
	(C) MANUFACTURERS - FOR EACH PLACE OF BUSINESS	$1,000.00
	(D) BREWPUBS - FOR EACH PLACE OF BUSINESS	$1,000.00

SCHEDULE C - MANUFACTURERS

EMPLOYEES	FEE
0 - 3	$20.00
4 - 10	$30.00
OVER 10	$80.00

SCHEDULE D - VENDING MACHINES

For each postage machine.....$2.00
For each cigarette machine.....$2.50
All other machines requiring the deposit of a coin of more than twenty cents (20¢).....$10.00 each
All other machines requiring the deposit of a coin of ten cents (10¢) and not more than twenty cents (20¢).....$7.50 each
For each machine requiring the deposit of a token, coin, or coins, of Five Cents (5 cent(s)) and less than Ten Cents (10 cent(s)) .$5.00

Please list each Vending Machine separately. (Attach additional sheet if needed).

Vending Machine Owner _____ Type of Machine* _____
Owner's Address _____
Responsible Party for Taxes _____ Item Cost ** _____
Vending Machine Owner _____ Type of Machine* _____
Owner's Address _____
Responsible Party for Taxes _____ Item Cost** _____
Vending Machine Owner _____ Type of Machine* _____
Owner's Address _____
Responsible Party for Taxes _____ Item Cost ** _____

* Type of Vending Machines - Air; Vacuum; Car Wash; Drinks (Soft drinks, coffee, juice, etc.); Food (candy, chips, cookies, sandwiches, etc.); Gum Ball; Newspaper; Personal Items (shampoo, combs, brushes, soap, etc.); Cigarettes; Laundry Products; Postage; and Coin Changers.

** Item Cost - Cost of most expensive item in machine.

Example

Booneville Fire Department

Fire Inspection Report

Fire Chief
Michael Rutherford

Phone: 728-4091
728-8801

Fire Inspector
~~Jeremy Childress~~

Name of Business: _____ Date: _____
Business Address: _____
Business Owner or Manager: _____
Emergency Contact and Telephone Number: _____

General Requirements

Type of Occupancy: _____
Is Current Privilege Tax License Posted and Visible: ( ) Yes ( ) No ( ) N/A
Are Exits, Hallways, and Stairway Unobstructed: ( ) Yes ( ) No ( ) N/A
Exit Signs Over Fire Exit Doors: ( ) Yes ( ) No ( ) N/A
Sprinkler Heads Clear of Obstructions by 18 Inches: ( ) Yes ( ) No ( ) N/A
Storage of Flammables In This Building: ( ) Yes ( ) No Outside This Building ( )Yes ( ) No
If Yes to Either of Above, What Kind(s): _____ Location: _____
What Amount(s) of Flammables are usually on Hand: _____
Are Compressed Gases Used at This Facility: ( ) Yes ( ) No ( ) N/A
If Yes, Are Cylinders Stored Upright and Secured: ( ) Yes ( ) No ( ) N/A

Fire Protection

Number of Extinguishers: _____ Type of Extinguishers: _____
Are Extinguisher (s) Within 75' of Exit Door or another Extinguisher: ( ) Yes ( ) No
Last Date of Inspection on Extinguisher Inspection Tag: _____
Fire Extinguisher (s) Mounted at Least 4 Inches From Floor and No More Than 5 Feet Max Height.
Fire Extinguisher (s) Readily Accessible: ( ) Yes ( ) No
Does Kitchen Have Automatic Smothering System in Hood: ( ) Yes ( ) No ( ) N/A
Is There a 40 BC Minimum Fire Extinguisher, Other Than Smothering System Mounted in the Kitchen Area: ( ) Yes ( ) No
Date of Last Inspection on Hood Smothering System: _____
Automatic Fire Alarm: ( ) Yes ( ) No If Yes, Who Receives the Alarm: _____
Smoke Detectors Present: ( ) Yes ( ) No If Yes, How Many: _____
Emergency Lighting: ( ) Yes ( ) No

Electrical

Are All Electrical Panels Accessible: ( ) Yes ( ) No Are Panels Closed: ( ) Yes ( ) No
Are Electrical Panels Labeled: ( ) Yes ( ) No Are Breakers Labeled: ( ) Yes ( ) No
Are Any Extension Cords Being Used For Permanent Wiring in This Facility: ( ) Yes ( ) No

Housekeeping

Outside Appearance: ( ) Good ( ) Fair ( ) Poor Inside Appearance: ( ) Good ( ) Fair ( ) Poor
List, If Any, Holes in Floors, Walls, or Ceilings: _____
_____

Comments

_____
_____

Inspection : ( ) Passed ( ) Failed Re-inspect: _____

Authorized Representative of Facility Being Inspected: _____

FD Rep. _____