



# City of Ypsilanti

## Building Department

1 South Huron St  
Ypsilanti, MI 48197

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## Pre-inspection Checklist

This basic guide is provided to businesses to assist in preparing for a scheduled inspection. By completing this pre-inspection checklist and correcting any deficiencies prior to your scheduled inspection, the inspection process should move more efficiently and reduce or eliminate the need for additional inspections. **Please be advised**, inspections are not limited to only the items on this checklist. The items listed below are the most commonly found violations.

If you have questions about this checklist or the program in general please contact the Ypsilanti Building Department at 734.482.1025.

Suite Number: \_\_\_\_\_

- Property registration – Enclosed registration form must be completed and submitted with required floor plan.
- Property identification – Building address must be visible from the street with contrasting lettering, minimum four inches.
- Tripping hazards – Sidewalks, parking lots and all walking surfaces must be maintained free from hazardous conditions.
- Exits – Must remain clear, unobstructed and readily openable from the side from which egress is to be made.
- Exit paths – Aisles and corridors must remain clear and unobstructed with a minimum 36" aisle.
- Stairways – Must remain clear and unobstructed and handrails must be present and secure.
- Partition walls – No holes or gaps/penetrations that require fire-stop.
- Fire doors – Must remain unobstructed and closed unless equipped with an alarmed magnetic release.
- Extension cords – For temporary use only and cannot be used in lieu of permanent wiring.
- Emergency lighting – If equipped, must be functional when tested.
- Exit lights – Locations and proper illumination on A/C and D/C power.
- Fire Dept. Connections – Unobstructed access required, (no fences, bushes, trees, walls or other fixed or moveable objects).
- Hood/duct suppression – 6 month service, UL 300 Standard.
- Sprinkler systems – Annual test/inspection required, no storage within 18 inches of sprinkler heads.
- Smoke detectors – Must be operable and in required location(s). Minimum one per floor.
- Fire extinguishers – Must be mounted in conspicuous location.
- Fire department connections – Must be accessible and capped.
- Mechanical rooms – General housekeeping, no storage and maintain required combustion air.
- Electrical hazards – Junction boxes, receptacles secured with proper cover plates. No exposed wires.
- Electrical panel – Must maintain 36" clearance, missing knockouts must be covered.
- Signage – Must be in compliance with zoning ordinance for number and placement of signs.
- HVAC – All gas-fired heating equipment must be certified every four years by a licensed mechanical contractor.
- Permits – When required, must have permits and final approvals for all work performed.
- Paint – No peeling or flaking areas, exterior surfaces must be painted or have protective covering or treatment.

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