

**City of Northport, Alabama  
Code Compliance Form**

Finance Department · Revenue Division  
  
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**FOR OFFICE USE ONLY**  
DATE RECEIVED & BY: \_\_\_\_\_  
  
Project #: \_\_\_\_\_

*This form must be completed by new and expanding businesses within the city limits of Northport that will have a physical location in the city. If you will have a physical location (storefront) in the city, a business license cannot be issued until inspections of the building are complete. By completing and turning in this form, this will get the inspection process started.*

**Anticipated Start Date:** \_\_\_\_\_ **Type of Business:** \_\_\_\_\_

**Legal Business Name** \_\_\_\_\_

**Trade Name (DBA) (if different from above)** \_\_\_\_\_

**Physical Address** \_\_\_\_\_  
STREET CITY STATE ZIP

**Contact Person's Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email** \_\_\_\_\_

**Please list the preferred dates and times for building and fire inspections:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Please answer the following questions about your business:**

- |  |     |    |
|--|-----|----|
| 1. Will any additions, alterations or modifications be made to the building and/or site? | Yes | No |
| 2. Will this business prepare and/or serve food?   | Yes | No |
| 3. Will this business serve alcohol for on/off-site consumption?                         | Yes | No |

**I understand that I am not authorized to operate my business until all inspections are complete and I have purchased my business license.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

BY CHECKING THIS BOX, I HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS: The information contained in this document is true and correct and may be relied upon by the City of Northport. By typing my name and by checking this box, this acknowledges that I am bound by this document just as if I had signed the document rather than typed my name to this document.



## GETTING READY FOR YOUR FIRE INSPECTION

The following information is provided by the City of Northport to help prepare your business for the fire inspection that will be completed during the code compliance process.

### STREET ADDRESS

- The numbers and letters that indicate the buildings address/suite must be marked with a minimum of 4-inch lettering or numbering and visible from the street.

### EMERGENCY LIGHTS

- Emergency lighting must work properly and function during both normal and emergency power modes.

### EXIT SIGNS

- Exit signs must be clearly visible and marked by a sign reading "Exit".
- All exit signs must be illuminated while the building is occupied.

### AISLES, WALKWAYS AND STAIRWAYS

- All areas leading to exits must be clear of storage and obstructions.

### EXIT DOORS

- All exit doors must open easily from the inside.
- All exit doors must remain unlocked during business hours.

### FIRE EXTINGUISHERS

- Access to a fire extinguisher rated at a minimum of 2A-10BC (minimum 10lbs) must be provided.
- Fire extinguisher locations cannot exceed a maximum of 75 feet travel distance from any area of the building.
- Mount fire extinguishers near exits when possible. Fire extinguishers mounted on a bracket cannot exceed a height of 5' 5" from the floor to the carrying handle.
- Fire extinguishers must have been purchased new or serviced and tagged by a licensed fire extinguisher company in the last 12 months.

### FIRE SUPPRESSION SYSTEMS (HOOD SYSTEMS)

- If equipped, the fire suppression system must be clean and in good operating condition.
- The fire suppression system must have been serviced and tested within the previous 6 months.

### SPECIAL HAZARDS

- Safe clearances must be maintained between gas appliances and any combustible materials.
- Gas cylinders (Co2, Helium, etc.) must be stored in an upright position with protective caps in place and secured.