



# City of Cashmere

101 Woodring Street  
Cashmere, WA 98815  
Phone: (509) 782-3513  
Fax: (509) 782-2840

## FIRE & LIFE SAFETY Occupancy Permit Application

**APPLICATION FEE: \$20.00**

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing address if different: \_\_\_\_\_

Email: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Building Owner \_\_\_\_\_

Nature of Business: \_\_\_\_\_

### Name and phone number of contact person:

Name: \_\_\_\_\_ Phone \_\_\_\_\_

2 residential, local names and phone numbers of contact persons for Fire Department to reach in case of fire or theft after hours:

1. Name: \_\_\_\_\_ Phone \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone \_\_\_\_\_

**Buildings or spaces within buildings shall not be occupied without a current Certificate of Occupancy issued in the name of the tenant occupying that building or space. All life safety requirements must be in compliance before a building or space may be occupied.**

This is an application, not a permit to occupy the building.

**APPLICATION FEE: \$20.00**

Make checks payable to: **City of Cashmere**

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_



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Business Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

**Instructions**

1. **Please make copies and complete an inspection form for each public building/space you occupy.**
2. Print the information needed to complete **ALL** the blanks in the information section.
3. While performing the inspection, walk through your business with this form in your hand for reference.
4. Complete the form by checking the appropriate box "Yes", "No", or "N/A" (not applicable) in response to each question. Answer each question by checking one of the boxes.
5. When the inspection is complete (**and all corrections made**), please return this form by the due date. *RANDOM SPOT CHECKS* will be conducted to determine compliance.

**FIRE & LIFE SAFETY SELF-INSPECTION GUIDE**

1. Exit approaches should always be clear of obstructions to allow easy and safe passage of people.

**Are all your exits aisles, hallways, doorways, stairways, walkways, and landings clear of obstructions?**

Yes ( ) No ( )

2. Access to exits shall be marked by readily visible exit signs, OR the path or egress visible to the occupants.

**Do you have an approved exit sign readily visible from any direction of egress travel or is the exit door visible from all locations in your business?**

Yes ( ) No ( )

3. Good housekeeping aids in preventing fires.

**Are all piles of paper, trash, etc. in and around your business picked up and disposed of regularly? Are combustibles (paper, rags, boxes, etc.) kept away from appliances such as water heaters and furnaces?**

Yes ( ) No ( )

4. The immediate area around electrical breaker panels should be KEPT CLEAR.

**Is the area around your electrical breaker panel unobstructed allowing easy access?**

Yes ( ) No ( )

5. The use of multiplug outlet adapters, commonly called "octopuses" is *not allowed*.

**Are you using multiplug outlet adapters, commonly called "octopuses" to increase the plug-in capacity of your electrical outlets?**

Yes ( ) No ( )

6. Use of extension cords is restrictive. Extension cords shall only be used with portable appliances while such appliances are in immediate use.

- a. Each extension cord shall be plugged directly into an approved receptacle. Each extension cord must be rated the suitable amperage for whatever it is supplying. An extension cord may never be used as a replacement for permanent wiring.
- b. Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor coverings or be subject to environmental or physical damage.
- c. Extension cords shall be grounded when servicing grounded portable appliances.
- d. Extension cords shall be maintained in good condition without splices, deterioration or damage.

**Do all extension cords in use at your business meet the above requirements?**

Yes ( ) No ( ) N/A ( )

7. Annual inspection of fire sprinkler systems is required.

**Has your fire sprinkler system been inspected within the last 12 months?  
(Please provide a copy of your most recent fire sprinkler inspection.)**

Yes ( ) No ( ) N/A ( )

8. Fire sprinkler heads must be unobstructed.

**If your business is protected by a fire sprinkler system, do you maintain a minimum of 18 inches clearance between the top of storage and sprinkler heads?**

Yes ( ) No ( ) N/A ( )

9. Your business is required to have at least one minimum rated 2A-10BC fire extinguisher.

**Do you have the required 2A-10BC RATED fire extinguisher(s) in your business?**

Yes ( ) No ( )

10. **How many?** \_\_\_\_\_

11. Fire extinguishers are required to be inspected and serviced annually.

**Have all your fire extinguishers been inspected, serviced, and tagged within the 12 months preceding the date of this inspection by a fire extinguisher company licensed to perform such services?**

Yes ( ) No ( )

Date Serviced \_\_\_\_\_ By: \_\_\_\_\_



I, the undersigned, have personally inspected each of the items required to be inspected under this form and I believe that all of the statements I have made herein are true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date