



216 South Catawba Street  
PO Box 1149  
Lancaster, SC 29721-1149  
Phone: 803-283-4253  
Fax: 803-286-5927

## Zoning and Inspection Occupancy Permit

In order to obtain a City Business License, this form must be completed and signed by the applicant, the Building Official, and the Fire Marshall. Fire Marshall approval is contingent upon an inspection of the property and correction of any noted deficiencies. It is the responsibility of the applicant to contact the Fire Marshall at 283-9900 to schedule the required inspection. In addition, **any proposed signs to be installed must be reviewed and approved prior to issuance of a Sign Permit authorizing installation and no City Business License will be issued until such time.**

**PLEASE PRINT CLEARLY!** Application Fee: **\$25.00**

Application Date: \_\_\_\_\_ Expected Opening Date: \_\_\_\_\_

Business or Organization Name: \_\_\_\_\_

Premise Location: \_\_\_\_\_ City/State/Zip: Lancaster, SC 29720

Occupancy Type: \_\_\_\_\_

Manager/Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Emergency Contacts (please give three names with telephone numbers):

Contact 1: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact 2: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact 3: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

I hereby acknowledge and understand all applicable requirements for obtaining a City Business License as attached hereto.

Applicant Signature of Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR INTERNAL USE ONLY

Application Taken By: \_\_\_\_\_

Comments: \_\_\_\_\_

I have reviewed the proposed use for the building and find that it complies with the applicable zoning requirements.

Zoning: \_\_\_\_\_ Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

I have inspected the building and find that it meets the applicable Fire Prevention code requirements.

Fire Marshal: \_\_\_\_\_ Date: \_\_\_\_\_

Copy sent to Police Chief by (initials): \_\_\_\_\_ Date: \_\_\_\_\_

## **FIRE INSPECTION INFORMATION SHEET**

*Congratulations on your decision to open a new business location in the City of Lancaster! The next several days and weeks will undoubtedly be hectic as you work to open the doors and begin operations. We will work with you to make sure this process goes as smoothly as possible.*

One of the things that must be accomplished before any location can open is to successfully complete a fire inspection. This is true no matter what type of business or organization is involved. While it is impossible in a one-page brochure to describe the various regulations different types of buildings and operations must meet; we would like to make you aware of several standard items that must be addressed.

Once you have received zoning approval from the Building Official for your location, you may call us for a fire inspection. **We will not conduct a fire inspection until you call to request an inspection.** You may call us at (803) 283-9900 to request an inspection. Our inspectors have routine inspections as well as requested inspections but we will work with you to schedule your inspection at the earliest possible time.

We will note all violations on the initial inspection. You will receive a copy of this inspection report and must correct the violations before opening for business. Follow-up inspections can be requested at any time including later in the same day, if the violations have been corrected. Once the inspection report has been cleared, we will notify the Business License Office that you are eligible to purchase your license. If you are opening a church of similar location that does not require a Business License, you must still have a clear fire inspection report prior to beginning operations.

### **Some of the most common inspection issues we see include but are not limited to:**

- Pre Approval and issuance of sign permit for installation of any sign.
- Exit doors blocked or inoperable.
- Exit signs burnt out or inoperable battery backup.
- Inoperable emergency lighting (where required) or inoperable battery backup.
- Broken or missing electrical outlet covers and light switch covers.
- Excessive storage around electrical breaker boxes.
- No labeling of breakers in the electrical breaker box.
- ***Fire extinguishers missing or that have not been inspected within one year by a licensed S.C. fire extinguisher contractor.***
- Street address not posted above or beside front door as required.

While this is not an all-inclusive list, these are our most commonly found violations. If you have a question concerning a particular fire safety issue, we will be happy to discuss it further with you.

*We hope this information has been useful to you and we look forward to working with you. If you need any further information, please feel free to contact us at:*

**Mail:**  
Lancaster Fire Department  
401 East Arch Street  
Lancaster, S.C. 29720

**Phone:**  
(803) 283-9900  
(803) 283-4385

**FAX:**  
(803) 283-8664