

CITY OF HIGHLAND  
1662 HWY 62-412  
HIGHLAND, AR 72542

BUSINESS/OCCUPATION LICENSE APPLICATION

**YEARLY BUSINESS LICENSE FEE \$10.00**

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

TYPE OR NATURE OF BUSINESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

EMERGENCY PHONE: \_\_\_\_\_

CASH or CHECK # \_\_\_\_\_

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

**IF YOU ARE OPENING A BUSINESS IN EXISTING BUILDING A FIRE INSPECITON IS REQUIRED.**



Form List

## Inspection Form Description

### Inspection Form View

**Form:** General

#### Exits

Provide exit signs with letters at least 6 inches high on a contrasting background.	Clearly identified exits enable persons to quickly and safely leave the building in an emergency.
Remove obstructions from exits, aisles, corridors, and stairways.	Clear exit access is essential to prevent panic or accidental falling of occupants during evacuation.
Remove storage from beneath exit stairs.	Items stored beneath stairs present a fire risk that can endanger persons using that escape route.
Remove unapproved locks or latches from exit doors.	Exit doors must be free to open without delay in the event of an emergency.
Repair or maintain exit doors and hardware to operate properly.	Well maintained exit doors and panic hardware provide safe and easy egress from a building.
Unlock all exit doors during business hours.	Locked exit doors make it impossible for occupants to escape safely and quickly.

#### Exit Lighting

Provide lighting for exits, aisles, corridors, and stairways.	Well lighted exit ways prevent panic, and provide safer egress for occupants.
Repair lighted exit signs or emergency lighting.	Exit signs and emergency illumination are essential during evacuations. The exit sign will indicate to occupants the correct door to reach safely.

#### Fire Extinguishers

Mount extinguishers where readily available, not more than 5 feet above floor.	Extinguishers must be easily within reach of all occupants, but not where they will be subject to damage.
Portable fire extinguishers are due for annual maintenance on:	Annual maintenance will provide for properly charge and serviced extinguishing devices, and assure proper operation if needed to fight a small fire.
Post signs indicating location where extinguishers are not readily visible.	Where extinguishers are not clearly visible, signs help occupants find the equipment in a hurry.
Provide X extinguisher(s) of a X minimum rating.	Extinguishers provided need to be appropriate to the type of hazard.

#### Fire Protection Access and Equipment

Install approved protective covers on fire department hose connection.	Protective covers must be installed on the supply connection to prevent accumulations of debris that might inhibit the system feets effectiveness.
Maintain access to and operation of standpipes, fire hose, sprinkler valves, fire hydrants, fire extinguishers, and other fire protection equipment	Fire protection equipment must have clear access and be operational at all times to be effective in an emergency.
Provide and maintain smoke detectors in proper operating condition.	The proper installation and maintenance of smoke detectors is of the utmost importance. In the event of a fire, they will notify occupants, and, in some cases, may automatically notify the Fire Department.
Provided minimum 4 inches high address numbers so they are visible from the street.	Address numbers are critical to help emergency personnel find people who may need some sort of aid. The numbers must contrast with their background for greatest visibility.
Remove obstructions and provide access in fire lanes.	Large fire apparatus need room to effectively maneuver in the event of an emergency.
The X system(s) is/are due for confidence testing and certification. Please see the attached report.	Life safety and fire protection equipment must be properly inspected and tested from time to time to assure its effective operation.

#### Fire Separations

Keep attic and scuttle covers closed, and ceiling tiles in place.	Ceilings are an integral part of the building feets fire protection. If kept in place, the ceiling will protect roof structures from premature collapse.
Remove obstructions from fire doors and maintain to operate properly.	Fire and smoke doors should not be blocked open or obstructed or fire and smoke will easily travel through the opening and cause excessive risk to life and property.
Seal unapproved openings with approved material.	Flame, smoke, and hot gases can easily travel through holes and pipe chases, thus creating more damage and a hazard to occupants.

#### Housekeeping

Arrange storage in orderly manner to provide for exiting and fire department access.	Good housekeeping makes an area safer for occupants and contributes less fuel to a fire. When storage is orderly, fire fighters can get fast access to minimize fire damage.
Boiler, mechanical, and electrical panel rooms shall not be used for storage.	Combustible materials in these equipment rooms often get put too close to sources of heat and a fire will likely result.
Chain all compressed gas cylinders in an upright position and provide protective caps.	Compressed gas cylinders, empty or full, can take off like a rocket in any direction if they fail and rupture.
Clean grease filters and hood/duct system over cooking equipment.	Regular cleaning of the hood, duct, and filters will eliminate flammable grease build-up and provide proper ventilation of hood through the exhaust outlet.
Move the dumpster at least 5 feet from the building or overhangs.	Dumpsters are a common fire target of vandals. Moving the dumpster away will reduce the risk of a fire spreading to the building.
Post and enforce 'No Smoking' signs.	'No Smoking' areas are designated because the use of smoking materials in those areas could cause a fire.
Provide approved waste containers for combustible waste.	Heavy duty or metal containers are necessary to confine a fire in the receptacle to prevent it spreading to the building.
Reduce storage height to at least 2 feet below ceiling.	In the event of a fire, fire fighters may need to open a hole in the roof to let heat and smoke out. Storage and other obstructions will prevent rapid ventilation efforts.
Remove or store rubbish, waste material, oily rags in closed metal containers.	Safety containers for oily and greasy rags are designed to prevent spontaneous ignition of their contents. Other highly flammable wastes must be separated from sources of ignition.
Remove storage to at least 18 inches below level of sprinklers (36 inches for storage piled over 12 feet high)	Storage too close to a sprinkler will not allow the water spray to properly penetrate the fire and extinguish it.

**Flammable Liquids**

Discontinue pouring from containers exceeding 5 gallons or provide pump taking suction from top.	Larger flammable liquid containers are difficult to handle, and their contents are easily spilled. Pumps taking suction from the top restrict the amount likely to be discharged accidentally.
Discontinue use of Class 1 liquids (gasoline, etc.) for cleaning.	These liquids are highly volatile and can be easily ignited by sparks, pilot lights, or other sources of heat.
Storage in excess of 10 gallons shall be in an approved cabinet.	In the event of a fire, flammable liquids can readily accelerate its spread. Confining the stored liquids to secure cabinets will limit this fire exposure.
Store liquids away from exits, aisles, corridors, or stairways.	The accelerating effect of flammable liquids in a fire can quickly make safe exit impossible.
Use only approved safety can for portable dispensing of flammable liquids.	Safety containers for flammable or combustible liquids are designed to prevent flammable fumes from escaping or accidental spills.

**Electrical**

Discontinue use of extension cords in lieu of permanent wiring.	Temporary wire does not afford the durability, safety, and protection from shock or fire that is found in the construction of an enclosed electrical system.
Discontinue use of non-approved multi-plug adapters.	Multi-plug adapters invite the overuse of the circuit that can result in overheating and a fire.
Each outlet box shall have a cover faceplate or fixture canopy.	Covers protect people from being shocked by exposed wires, prevent spread of electrical current, and heat and flame during short circuits.
Maintain at least 30 inches clearance in front of electrical panel.	Access to electrical panels must be cleared to allow for general inspection and emergency shutdown.
Maintain wiring in good condition and protect from damage.	Worn or broken wires and plugs present a fire hazard and risk of electrical short circuit that can result in a fire.

**Inspector Signature**

Inspector Signature will not be shown.