

To: All liquor license holders in the City of Warrensburg, MO

From: Fire and Building Departments, City of Warrensburg, MO

Ref: Liquor license inspection changes

Effective: 10/22/2018

As many of you have already heard, we are changing the period in which we perform the license inspections from the June/July timeframe to the January/February timeframe. This is being done for several reasons which benefit all involved parties.

For the City it puts the inspection times within the slowest time of the year instead of the busiest and provides more availability for inspections and re-inspections. For the license holders it gives more time to make corrections to violations before it interferes with their ability to generate revenue with sales, puts it in the slow season for most businesses, and takes competition with construction projects for available times down to a minimum.

This does not change the actual renewal date of your license, which will continue to be at the beginning of July. It also doesn't impact your scheduled services of hoods, extinguishers, or sprinkler systems as they will be within a service cycle. The only impact this will have on businesses is that that scheduling will be during mid-January, and if you have a home or corporate office elsewhere it will be your responsibility to notify them accordingly. This is a permanent move, so we ask that you be prepared.

Another change is inspection fees—there will be fees for re-inspections. Because of this we are providing an inspection checklist to remind you of the things to look for in preparing for inspections. This will not be a comprehensive checklist as we are aware some facilities have unique challenges, but it will cover most businesses.

All inspections are performed on a first-come, first-serve basis and a set amount of time is reserved for them each day. There is no guarantee that your first choice of time or date will be available, especially if not scheduled early enough. All scheduled inspections require a minimum 48-hour notice prior to the desired time. Cancellations are required at least 48 hours prior to the inspection, or the inspection will be recorded as a failure.

If you have any questions about the inspection requirements, please contact the Fire Inspector at 660-262-4654 (Jeremy Van Wey) or the Building Inspection Division at 660-747-9135. If you have questions regarding the liquor license application process or the new re-inspection fee schedule, please contact the City Collector at 660-262-4602.

## Liquor License Items Checklist 2019/2020

### Plumbing

- \_\_\_\_\_ Ensure the backflow valve on your business is tested/inspected and tagged for the year.
- \_\_\_\_\_ Ensure water heater relief pipe terminates to approved drain.
- \_\_\_\_\_ Maintain 36-inch clearance around gas water heater if applicable.
- \_\_\_\_\_ Ensure grease interceptor (if applicable) has been cleaned and serviced accordingly.

### Electrical

- \_\_\_\_\_ No extension cords in use (includes any Christmas lighting not UL-listed as Commercial Grade)
- \_\_\_\_\_ Label circuit breakers in electric panel.
- \_\_\_\_\_ Maintain 36-inch clearance in front of electric panel and a 36-inch path to electric panel.
- \_\_\_\_\_ Ensure all electrical outlets, junction boxes and light switches have appropriate covers.
- \_\_\_\_\_ Ensure there are no missing blanks in the electric panel.
- \_\_\_\_\_ Ensure all outdoor outlets and those within 6 feet of water are GFCI-protected.
- \_\_\_\_\_ Maintain a 36-inch clearance around gas furnace (if applicable).
- \_\_\_\_\_ Ensure emergency lighting and exit signage are operational. (Including battery backup)

### Fire Extinguisher

- \_\_\_\_\_ Ensure the required amount and appropriate type of fire extinguishers.
- \_\_\_\_\_ Ensure extinguisher(s) are a minimum 2a:10bc size (6 liter class K).
- \_\_\_\_\_ Ensure extinguisher(s) have been serviced or purchased within the last year.
- \_\_\_\_\_ Ensure fire extinguisher(s) are mounted either in an approved cabinet or on the supplied hooks, in an obvious place, with unobstructed access.

### Building

- \_\_\_\_\_ Ensure the building has the address posted and the numbers are clearly visible from the road. The minimum height of address numbers is 4 inches.
- \_\_\_\_\_ Ensure all exit doors and pathways are clear of all debris and easily accessible, inside and outside the building.
- \_\_\_\_\_ Push all doors that are marked exits to ensure they operate easily and smoothly.

## Liquor License Items Checklist 2019/2020

- \_\_\_\_\_ Ensure all hardware on exit doors are in proper working condition.
- \_\_\_\_\_ Replace any missing ceiling tiles if applicable.
- \_\_\_\_\_ Ensure all pressurized gas cylinders are secured (propane tanks, CO2 tanks, etc...) by a chain or secured to the floor.
- \_\_\_\_\_ Ensure any fire hydrants on the property are accessible and have been checked/serviced within the past year.
- \_\_\_\_\_ Storage materials on perimeter walls is allowed to be stacked to the ceiling level. All storage not on perimeter walls must be 18 inches (minimum) below the ceiling for buildings with sprinklers and 24 inches for non-sprinklered buildings.

### Specialized Suppression Systems

- \_\_\_\_\_ Ensure the sprinkler system (if present) has been serviced and tagged within the last year.
- \_\_\_\_\_ Ensure the sprinkler connection on the outside of the building (the FDC) is completely accessible.
- \_\_\_\_\_ Ensure the hood system in the kitchen (if present) has been cleaned within the required quarterly/bi-annual schedule and has the appropriate tag or paperwork for verification at time of inspection.
- \_\_\_\_\_ Ensure the hood system in the kitchen (if present) has been serviced in the past year by a qualified company and has the appropriate tag or paperwork for verification at time of inspection.
- \_\_\_\_\_ Ensure alarm systems have been inspected and tested in the past year if present and required.
- \_\_\_\_\_ Ensure KNOX box keys are current and fit the locks in the building.

As you go through this list, remember that all items may not apply to your location. The above list is not all-inclusive-- if there are unique issues that apply to your location not on this list, do not neglect them. If you have questions feel free to reach out to the WFD at 660-747-9136 or the Building Inspection Division at 660-747-9135.