



CITY OF GAUTIER • DEPARTMENT OF ECONOMIC DEVELOPMENT & PLANNING

NEW BUSINESS APPLICATION-FIXED LOCATION

3330 Highway 90 • Gautier, MS 39553

Business Permit/Inspection Contact • (228) 497.1878 • Fax (228) 497.1038 • e-mail: planning@gautier-ms.gov

Privilege License Contact • (228) 497.8000 • Fax (228) 497-8028 • e-mail: abang@gautier-ms.gov

Do Not Write In Space

License No: _____

BUSINESS INFORMATION:

Business Name _____

List Business Name as it will appear to the public

- Sole Proprietor
- Partnership
- Corporation

Street Address _____

Own Building

Lease Building

Mailing Address _____

City/State/Zip _____

General E-mail _____

Phone No. _____

Business Web-Site www. _____

Fax No. _____

Federal Tax ID No. (EIN) _____

MS Sales Tax ID No. _____

Sales Tax Exempt

Operating Hours _____

Area of Owned/Leased Building Space _____ SF

No. Employees _____

Building Sprinklered Yes No

Assessed Value of Inventory \$ _____

Plan to:

- Serve Food
- Sell Beer or Alcohol
- Sell Tobacco

Would you like to be added to the City's contact list for news/events? Yes No

Description of Business Activities: _____

Include in the description any and all uses/activities included on-site associated with your business, such as, gas station, convenience store, hair salon, medical, church, retail, banking, professional office, etc.. Include any outdoor activities such as storage, seating, parking of trailers, equipment, company vehicles, etc.

INFORMATION FOR APPLICANT:

This application is for new businesses with a fixed location. Refer to the Transient Vendor Application for mobile businesses. Applications/submittals can be e-mailed, faxed, or mailed to this office. Submittals may be provided anytime prior to issuance of the Permit/Privilege License. All required information must be received and checked for accuracy prior to processing New Business Permit/Privilege License. Once the application is complete, all required submittals have been received, all required city staff have inspected the site, any comments have been addressed; the applicant will be notified to submit two separate payments. One for the New Business Permit and one for the Privilege License. Fees may be paid by check, money order, or cash. Checks/money orders to be made out to the City of Gautier and can be mailed or brought in person. Please do not mail cash. License/Permit/Receipt/New Business packet can be mailed to applicant once ready or picked-up. Any alterations/repairs, signage, temporary banners will be handled under a separate permit.

PRIMARY BUSINESS CONTACT

Name _____
 Title _____
 Phone 1 _____
 Phone 2 _____
 e-mail _____

SECONDARY BUSINESS CONTACT

Name _____
 Title _____
 Phone 1 _____
 Phone 2 _____
 e-mail _____

The applicant of this permit/license does hereby covenant and agree to comply with the ordinances of this jurisdiction pertaining to operation of said business, uses/activities of said business, & property maintenance and care. I certify that all answers, statements, and representations made in this application, including any submitted information, are true and accurate to the best of my knowledge and belief, and that I have reviewed the contents of this entire application. I certify that this application contains no willful misrepresentation or falsification. I understand that all statements are subject to investigation and verification. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application may be rejected/revoked. I also certify that I am an authorized representative of the business listed above.

APPLICANT SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____

OVER (Staff Only) ►

DO NOT WRITE BELOW THIS LINE (To be filled in by Permit Clerk)

SUBMITTALS/FORMS/PAPERWORK: (Not all paperwork is required. City staff will determine specific req'mnts)

Req'd Rec'd Checked

- Lease
- Property Information
- Deed
- Fed Tax ID No Proof
- Logo or Picture for Web-Site

Req'd Rec'd Checked

- Conditional Use Application
- Health Dept Approval/Permit
- ABC License
- State Tobacco Permit
- MS Internal Fuel Tax Agrmnt

Req'd Rec'd Checked

- Underground Storage Tank
Record of Inspection
- _____
- _____
- _____

ZONING: (To be completed by Planning)

How long has the building been vacant? _____

Zoning _____ Use Allowed: P C No

Grandfathered

Comments: _____

Any Specific Use Regulations? _____

Can this application move forward based on Zoning? Yes No

DATES:

Application Received _____
Application Complete _____

FEES:

Site Inspection/New Business Permit \$ 100
Privilege License \$ _____ (City Clerk)

Payment is due at the time the Permit & Privilege License are issued. Payment will be made separately to two different departments on the same day once all paperwork and comments have been addressed. Payment can be made with Cash, Check, or Money Order made payable to City of Gautier.

APPROVAL:

Initials

Date

Building _____
Planning _____
Fire Dept. _____
Public Works _____

STEPS:

- Receive Application
- Check Zoning
- Notify Staff to Inspect
- Send Copy of Application to City Clerk's Office w/ Preliminary Stamp
- Discuss signage and temp. banners with applicant A.S.A.P.
- Send out comments once all are received.
- Obtain Staff Signatures
- Notify Applicant to Obtain Permit/Privilege License
- Bring original comp. app/other paperwork to City Clerk
- Issue permit and privilege
- Release Power If Needed
- Give applicant new business packet
- e-mail EDP Director and City Clerk

Notes:

**GAUTIER FIRE DEPARTMENT
FIRE PREVENTION DIVISION
PRE-INSPECTION CHECKLIST**

Thank You for choosing Gautier to locate your place of business! It's our honor to serve you and our goal is to make the process of opening your business as painless as possible and as such, this guide is provided to business and property owners to help prepare for the final inspection within the process of obtaining your Privilege License. By completing this pre-inspection checklist as applicable and correcting any deficiencies prior to your scheduled inspection, you will help the process move more efficiently and reduce or eliminate the need for re-inspections.

Your building inspection will include four main areas: exiting and life safety, fire protection systems, building maintenance and general condition, and finally special fire hazards that may be specific to your type of business.

Exiting and Life Safety

Exits

- Exit aisles, and corridors are free of storage or other obstructions.
- Exit access aisles are not blocked by tables, chairs, or other furniture, equipment or decorations.

Exit Doors and Locking Hardware

- Exit doors are able to open fully and swing freely.
- Exit doors are visible and accessible. Doors must unlock and unlatch with a single motion of the door handle. (EXAMPLE: an exit door which requires one motion to unlock a dead bolt and a second motion to open the door is NOT allowed). Exit doors shall not be chained, barred, or bolted or otherwise be prevented from opening.
- Front main doors may have key locking hardware provided a sign stating, "Door To Remain Unlocked When The Building Is Occupied" is placed above the door.

Exit Signs and Emergency Lighting

- EXIT signs shall be provided to indicate the location of exit doors unless the doors are clearly identifiable as exit doors.
- EXIT signs shall be provided within the business to clearly identify the direction of exit travel.
- EXIT signs shall be internally or externally lit or be an approved self-luminous (glow in the dark) type of sign. Lit signs shall also have a battery backup to keep the sign lit during a power failure (Signs with built in battery backup will have a TEST button on the side of the sign or may be tested by cutting power to the signs at the circuit breaker panel.)
- Emergency lighting shall be provided when 2 or more exits are required.
- Emergency lights shall provide lighting along the path of exit travel for not less than 90 minutes.
- EXIT signs and emergency lights shall be maintained in an operational condition at all times and must not be damaged

Fire Protection Systems

- Fire extinguishers are visible and accessible. A FIRE EXTINGUISHER sign is provided to indicate location of a fire extinguisher if extinguisher is visibly blocked by racks, fixtures, or other building features.
- Fire extinguishers have been serviced annually by a licensed technician and have current service tags attached (A service tag will have punch holes in the day, date, and year that the extinguisher was last serviced).
- The automatic fire sprinkler system (if present) has current annual inspection and tags attached by a licensed contractor.
- Records of fire sprinkler system inspections, testing, and certification shall be kept on site and will be available for review during the inspection.**
- Storage is kept a minimum of 18 inches below the sprinkler deflectors. Nothing is attached to or hung from sprinkler heads or system piping. Sprinkler heads have not been painted and are free of dust and corrosion.
- Fire alarm /waterflow monitoring system (if present) has been inspected and tested at least annually by a licensed technician. **Records of fire alarm system inspections and tests shall be kept on site and available for review during the inspection.**
- Indicator lights on the fire alarm control panel show normal operation and are free of trouble or supervisory signals.
- Fire alarm components including pull stations, horn/strobe devices, detectors, and bells are accessible and appear to be in working order.
- Vent Hood extinguishing system for commercial cooking facilities has been inspected, serviced and tagged by a licensed technician within the last 6 months.
- Cooking appliances have not been moved or changed without properly readjusting system spray nozzles for the new equipment or configuration.
- Grease caps are present and in place for all nozzles. The manual pull station is visible and accessible along a path of exit travel (not blocked by racks, shelves, or other equipment or fixtures).

Building Components and Systems

- Building address and suite numbers are clearly posted on a solid and contrasting background to provide good visibility. Numbers are a minimum of 4 inches in size.
- A Knox-Box shall be present or installed IF the building is equipped with a Fire Alarm or an Automatic Extinguishing System (Sprinklers). Call the Fire Department for more information if needed.
- Fire lanes (if present) are clearly marked with a red curb and the words NO PARKING and FIRE LANE either stenciled on the curb or by posted signs. Markings and signs shall be maintained to properly indicate emergency access lanes.
- Fire hydrants, fire department connections and valves for fire sprinkler systems are not hidden or obstructed by landscape plans or structures.
- Dumpsters and other waste containers are kept a minimum of 5 feet away from combustible walls and eave lines of building. Clearance must be provided to keep a trash fire from damaging your building.
- The inside and outside of the building are kept organized and in an orderly manner. Good housekeeping practices prevent the buildup of waste materials and weeds around the property and prevent accumulation of storage or other materials from creating a fire hazard.
- Heating and cooking appliances are in good working order, kept clean, and used in accordance with the manufacturer's instructions.
- Extension cords are not used as permanent wiring. Extension cords are only allowed for temporary use for portable equipment.
- Power strips (if used) must be UL listed and provided with circuit breaker protection **and plug directly into a wall outlet.**
- Electrical outlets and switches have cover plates in place and are not damaged. Electrical panels do not have holes or openings that would allow contact with energized electrical wires or equipment and are individually labeled according to use.
- 3 feet of clear space is provided in front of and around electrical service panels. Electrical rooms are properly marked with a sign "ELECTRICAL ROOM".
- Electrical wiring, equipment, motors and appliances are maintained in good condition and used in an approved manner.
- Grease hoods and ducts (Restaurants) are inspected regularly and cleaned as necessary to prevent grease from accumulating. **Records of inspections and cleanings are kept on site and available for review during the inspection.**

Special Conditions and Common Fire Hazards

- Combustible materials such as wood, paper, plastic, and rags are kept at least 3 feet away from heat sources.
- Decorations must not obstruct or hide fire extinguishers, fire alarm devices, EXIT signs, or fire sprinkler heads.
- Candles or open flame decorative devices (if allowed) are used only on a noncombustible surface and have an enclosed flame. Lit candles must NEVER be left unattended.
- DO NOT OVERLOAD ELECTRICAL OUTLETS** by using multi-plug adaptors or extension cords.
- Portable electric heaters (if allowed) must be UL listed, have tip over shut off protection, and should be kept at least 3 feet from combustible materials.
- Portable propane tanks and heaters shall NOT be used or stored inside buildings.
- Amounts of flammable/combustible liquids used for cleaning or maintenance must be minimized and materials must be stored in approved containers and stored in an approved location. Properly dispose of excess materials that will no longer be used.
- Prevent the storage or buildup of combustible materials within or around the building. Cardboard boxes, idle pallets, packing materials, and other bulk materials often build up to dangerous levels and create a significant hazard if not disposed of or stored properly.
- Review fire safety and evacuation plans with your employees. Consider practicing the plan and scheduling fire extinguisher training.

This list is NOT a complete list of items which may be addressed during the inspection but rather as a guide for common items found during inspections. Please take some time and use this list to go through your business before scheduling your inspection. To schedule an inspection, address concerns/questions, or need help understanding fire code requirements please call Gautier Fire Department at (228) 497-1656 during normal business hours.

Gautier Fire Department
2502 College Cr. Gautier, MS 39553
Phone: (228) 497-1656 Fax: (228) 497-0100

