



DEPARTMENT OF CODE COMPLIANCE CONVENIENCE STORE INSPECTION CHECKLIST

NAME: _____ SR#: _____

ADDRESS: _____ Owner Phone #: _____

CITY, STATE, ZIP: _____ Store Phone #: _____

YOUR PROPERTY LOCATED AT _____ Name of Store: _____

To comply with the Dallas City Code, you must do the following:

REQUIRED ITEM	YES	NO	N/A	COMMENTS
Registration Decal posted above the main entrance to the store?				
Sign "STORE IS UNDER CAMERA SURVEILLANCE" posted at each public entrance and EXIT in 2" letters?				
Alarm Sign posted at main entrance and exit?				
Employee cannot open safe				
Security Signs: Height Markers posted at the public exit of each C-Store?				
Sign stating, "NO SOLICITATION & NO TRESPASSING"?				
Unobstructed View of the cash register and sales transactions through all windows and public doors?				
All public entrance/exit doors must be made of glass or another transparent material.				
Posted Certificate of Registration				
Posted Certificate of Occupancy				
Paraphernalia Sold?				
Paraphernalia CO posted, (if applicable)				
Opened after May 24, 2017?				
Paraphernalia SUP Posted, (If applicable)				
Posted TABC License, if Beer & Wine is Sold				
Employee Safety Training a file copy signed by each employee that they have completed training along with DATE, TIME AND LOCATION within 10 days of being hired				
Telephone Landline – must have				
Alarm System w/panic button or silent alarm button				
Surveillance Camera System must be at least three color digital high-resolution surveillance cameras				
a. One (1) camera focused on cash register				
b. One (1) camera focused on main public entrance				
c. One (1) camera focused on main exit to capture facial features				
d. Date and time stamp on video				
Video Recording and Storage				
a. Secured location separate from cameras				
b. Motion activated				
c. 30-day storage				
Drop Safe required				
ATM				
a) Bolted/secured to floor				
b) Located more than 12 ft from glass windows or doors				
Coin-operated amusement devices prohibited				
Criminal Trespass Affidavit on file with DPD				
Exterior Lighting must illuminate				
a) All sides of main building, parking areas & fuel pump islands				
b) During sunset and sunrise				

REMARKS/OTHER: _____

Thank you in advance for your cooperation. If you have questions, please call me at: _____

Inspector: _____ Badge: _____ Date: _____

Signature: _____ Date: _____

Owner/Occupant/Person in Control of property (please circle)