

Occupancy:

Address:

Inspection Type: **Annual**

Inspection Date

By:

Time In:

Time Out:

Authorized Date:

By:

Next Inspection Date: **No Inspection Scheduled****Inspection Description:**

This form is for occupancy inspections is based on the 2015 International Fire Codes and the 2015 International Building Codes.

Inspection Topics:**Address:**

Is address posted?

505.1 Address identification. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background.

Status:**Notes:****Occupancy:**

Is Certificate of Occupancy Posted? (or advise it should be upon receipt)

105.3.3 Occupancy prohibited before approval. The building or structure shall not be occupied prior to the fire code official issuing a permit and conducting associated inspections indicating the applicable provisions of this code have been met.

Status:**Notes:**

Is Occupancy load posted? (or it should be upon receipt of)

1004.3 Posting of occupant load. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space.

Status:**Notes:****Exits:**

Proper number of exits.

1006.1 Exits from stories. All spaces within each story shall have access to the minimum number of approved independent exits as specified in Table 1006.3.1 based on the occupant load of the story.

Status:**Notes:**

Proper exit door swing (out-ward swing when occupant load is over 50)

1010.1.2 Door swing. Egress doors shall be of the pivoted or side-hinged swinging type.

Status:**Notes:**

Proper door locks installed

1010.1.9 Door operations. Except as specifically permitted by this section egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort.

Status:**Notes:**

Is panic hardware required?

1010.1.10 Panic and fire exit hardware. Doors serving a Group H occupancy and doors serving rooms or spaces with an occupant load of 50 or more in a Group A or E occupancy shall not be provided with a latch or lock unless it is panic hardware or fire exit hardware.

Status:

Notes:

Are exits maintained unobstructed?

1031.2 Reliability. Required exit accesses, exits or exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency when the areas served by such exits are occupied. Security devices affecting means of egress shall be subject to approval of the fire code official.

Status:

Notes:

Are proper exit signs installed?

1013.1 Where required. Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants.

Status:

Notes:

Are exit signs properly illuminated?

1013.3 Illumination. Exit signs shall be internally or externally illuminated.

Status:

Notes:

Emergency Lighting:

Is emergency lighting required?

1008.1 Illumination required. The means of egress, including the exit discharge, shall be illuminated at all times the building space served by the means of egress is occupied.

Status:

Notes:

Is emergency lighting operational?

1008.3 Illumination emergency power. The power supply for means of egress illumination shall normally be provided by the premises electrical supply.

Status:

Notes:

Stairways:

Are stairways maintained in compliance?

SECTION 1009.3 STAIRWAYS

Status:

Notes:

Are handrails present?

1014 Handrails. Stairways shall have handrails on each side and shall comply with Section 1012.

Status:

Notes:

Is there storage under stairways?

304.2 Storage. Storage of combustible rubbish shall not produce conditions that will create a nuisance or a hazard to the public health, safety or welfare.

Status:

Notes:

Heating Equipment:

Proper type of heating system? (If fuel-fired appliances)

SECTION 603 FUEL-FIRED APPLIANCES

Status:

Notes:

Is it properly installed?

603.1 Installation. The installation of non-portable fuel gas appliances and systems shall comply the International Fuel Gas Code.

Status:

Notes:

Electrical:

Is electrical wiring in good repair?

605.1 Abatement of electrical hazards. Identified electrical hazards shall be abated. Identified hazardous electrical conditions in permanent wiring shall be brought to the attention of the responsible code official. Electrical wiring, devices, appliances and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used.

Status:

Notes:

Are extension cords being used properly?

605.5 Extension cords. Extension cords and flexible cords shall not be a substitute for permanent wiring.

Status:

Notes:

is there storage around electrical panels and switchboards?

605.3 Working space and clearance. A working space of not less than 30 inches (762 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height shall be provided in front of electrical service equipment. Where the electrical service equipment is wider than 30 inches (762 mm), the working space shall not be less than the width of the equipment. No storage of any materials shall be located within the designated working space.

Status:

Notes:

Is access provided to electrical panels and switchboards?

605.3 Working space and clearance. A working space of not less than 30 inches (762 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height shall be provided in front of electrical service equipment. Where the electrical service equipment is wider than 30 inches (762 mm), the working space shall not be less than the width of the equipment. No storage of any materials shall be located within the designated working space.

Status:

Notes:

Are electrical panels and switchboard disconnects identified/labeled?

605.3.1 Labeling. Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating ELECTRICAL ROOM or similar approved wording. The disconnecting means for each service, feeder or branch circuit originating on a switchboard or panelboard shall be legibly and durably marked to indicate its purpose unless such purpose is clearly evident.

Status:

Notes:

Portable Fire Extinguishers:

Are fire extinguishers of the proper type and size provided?

906.3 Size and distribution. The size and distribution of portable fire extinguishers shall be in accordance with Sections 906.3.1 through 906.3.4.

Status:

Notes:

Are fire extinguishers mounted properly?

906.6 Unobstructed and unobscured. 906.7 Hangers and brackets. 906.8 Cabinets. Cabinets used to house portable fire extinguishers shall not be locked. 906.9 Extinguisher installation. The installation of portable fire extinguishers shall be in accordance with Sections 906.9.1 through 906.9.3.

Status:

Notes:

Are fire extinguishers being serviced and maintained annually?

901.6.1 Standards. Fire protection systems shall be inspected, tested and maintained in accordance with the referenced standards listed in Table 901.6.1.

Status:

Notes:

Commercial Kitchens:

Is proper hood system provided?

609.2 Where required a Type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors.

Status:

Notes:

Are hoods, fans, filter, and ducts maintained in clean condition?

609.3.3 Cleaning. Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals as required by Sections 609.3.3.1 through 609.3.3.3.

Status:

Notes:

Has hood extinguishing system been serviced and maintained?

609.3.3.1 Inspection. Hoods, grease-removal devices, fans, ducts and other appurtenances shall be inspected at intervals specified in Table 609.3.3.1 or as approved by the fire code official. Inspections shall be completed by qualified individuals.

Status:

Notes:

Is extinguishing system manual operation devices accessible?

904.12.1 Manual system operation. A manual actuation device shall be located at or near a means of egress from the cooking area a minimum of 10 feet (3048 mm) and a maximum of 20 feet (6096 mm) from the kitchen exhaust system.

Status:

Notes:

Is a Class K rated fire extinguisher provided in the kitchen?

904.12.5 Portable fire extinguishers for commercial cooking equipment. Portable fire extinguishers shall be provided within a 30-foot (9144 mm) travel distance of commercial-type cooking equipment. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher in accordance with Sections 904.11.5.1 or 904.11.5.2, as applicable.

Status:

Notes:

Housekeeping:
<p>Is trash and rubbish routinely removed from the building?</p> <p>304.1 Waste accumulation prohibited. Combustible waste material creating a fire hazard shall not be allowed to accumulate in buildings or structures or upon premises.</p> <p>Status:</p> <p>Notes:</p>
<p>Are oily rags stored correctly?</p> <p>304.3.1 Spontaneous ignition. Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container. Contents of such containers shall be removed and disposed of daily.</p> <p>Status:</p> <p>Notes:</p>
<p>Is the area outside the building clean and free of combustible materials?</p> <p>304.1.1 Waste material. Accumulations of wastepaper, wood, hay, straw, weeds, litter or combustible or flammable waste or rubbish of any type shall not be permitted to remain on a roof or in any court, yard, vacant lot, alley, parking lot, open space, or beneath a grandstand, bleacher, pier, wharf, manufactured home, recreational vehicle or other similar structure. 304.1.2 Vegetation. Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. Vegetation clearance requirements in urban-wildland interface areas shall be in accordance with the International Wildland-Urban Interface Code.</p> <p>Status:</p> <p>Notes:</p>
<p>Is trash receptacle located a proper distance from the building?</p> <p>304.3 Containers. Combustible rubbish, and waste material kept within or near a structure shall be stored in accordance with Sections 304.3.1 through 304.3.4.</p> <p>Status:</p> <p>Notes:</p>
Fire Sprinkler Systems:
<p>Is fire sprinkler system maintained properly?</p> <p>901.6 Inspection, testing and maintenance. Fire detection, alarm and extinguishing systems shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Non required fire protection systems and equipment shall be inspected, tested and maintained or removed.</p> <p>Status:</p> <p>Notes:</p>
<p>Is proper clearance being maintained below sprinkler heads?</p> <p>903.3.3 Obstructed locations. Automatic sprinklers shall be installed with due regard to obstructions that will delay activation or obstruct the water distribution pattern. Automatic sprinklers shall be installed in or under covered kiosks, displays, booths, concession stands or equipment that exceeds 4 feet (1219 mm) in width. Not less than a 3-foot (914 mm) clearance shall be maintained between automatic sprinklers and the top of piles of combustible fibers.</p> <p>Status:</p> <p>Notes:</p>
<p>Are standpipes required?</p> <p>905.1 General. Standpipe systems shall be provided in new buildings and structures in accordance with this section.</p> <p>Status:</p> <p>Notes:</p>
<p>Are standpipes properly maintained?</p> <p>901.6 Inspection, testing and maintenance. Fire detection, alarm and extinguishing systems shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Non required fire protection systems and equipment shall be inspected, tested and maintained or removed.</p> <p>Status:</p> <p>Notes:</p>

Fire Alarm Systems:
<p>Is a fire alarm system required?</p> <p>907.3 Where required in existing buildings and structures. An approved fire alarm system shall be installed in existing buildings and structures where required in Chapter 46.</p> <p>Status:</p> <p>Notes:</p>
<p>Is the alarm system properly maintained?</p> <p>907.9 Inspection, testing and maintenance. The maintenance and testing schedules and procedures for fire alarm and fire detection systems shall be in accordance with Sections 907.9.1 through 907.9.5 and NFPA 72.</p> <p>Status:</p> <p>Notes:</p>
<p>Are smoke detectors required?</p> <p>907.2 Where required - new buildings and structures. An approved fire alarm system installed in accordance with the provisions of this code and NFPA 72 shall be provided in new buildings and structures in accordance with Sections 907.2.1 through 907.2.23 and provide occupant notification in accordance with Section 907.6, unless other requirements are provided by another section of this code.</p> <p>Status:</p> <p>Notes:</p>
Fire-Resistive Construction:
<p>Is required fire-resistive construction intact and in good repair?</p> <p>703.1 Maintenance. The required fire-resistance rating of fire-resistance-rated construction (including walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and fire-resistant joint systems) shall be maintained.</p> <p>Status:</p> <p>Notes:</p>
<p>Are required fire assemblies unobstructed and in good operating order?</p> <p>703.1 Maintenance. The required fire-resistance rating of fire-resistance-rated construction (including walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and fire-resistant joint systems) shall be maintained.</p> <p>Status:</p> <p>Notes:</p>
<p>Are interior ceilings and walls in good repair?</p> <p>703.1 Maintenance. The required fire-resistance rating of fire-resistance-rated construction (including walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and fire-resistant joint systems) shall be maintained.</p> <p>Status:</p> <p>Notes:</p>
Storage:
<p>Is storage neat and orderly?</p> <p>315.3 Storage in buildings. Storage of combustible materials in buildings shall be orderly. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.</p> <p>Status:</p> <p>Notes:</p>
<p>Is storage 24 inches below ceiling and 18 inches below sprinkler heads?</p> <p>315.3.1 Ceiling clearance. Storage shall be maintained 2 feet (610 mm) or more below the ceiling in nonsprinklered areas of buildings or a minimum of 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings.</p> <p>Status:</p> <p>Notes:</p>

Is storage found in exits or exit enclosures?

315.2.2 Means of egress. Combustible materials shall not be stored in exits or exit enclosures.

Status:

Notes:

Is there storage in equipment rooms?

315.3.3 Equipment rooms. Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.

Status:

Notes:

Is there storage in attic, under-floor, or concealed areas?

315.3.4 Attic, under-floor and concealed spaces. Attic, under-floor and concealed spaces used for storage of combustible materials shall be protected on the storage side as required for 1-hour fire-resistance-rated construction.

Status:

Notes:

Flammable Liquid Storage:

Is there storage of Class I liquids?

5704 Quantity limits for storage. Liquid storage quantity limitations shall comply with Sections 5704.1 through 5704.4.8

Status:

Notes:

Is there storage of Class II and Class III liquids?

5704.1 Quantity limits for storage. Liquid storage quantity limitations shall comply with Sections 5704.1. through 5704.4.8

Status:

Notes:

Are flammable liquids stored in storage cabinets?

5704.3.2 Liquid storage cabinets. Where other sections of this code require that liquid containers be stored in storage cabinets, such cabinets and storage shall be in accordance with Sections 5704.3.1 through 5704.3.8.5

Status:

Notes:

Are flammable liquids stored in special storage rooms?

5704.3.3 Liquid storage rooms. Liquid storage rooms shall comply with Sections 5704.3.3.1 through 5704.3.3.10.

Status:

Notes:

Compressed Gas Storage:

Are gas cylinders properly secured?

5303.5 Security. Compressed gas containers, cylinders, tanks and systems shall be secured against accidental dislodgement and against access by unauthorized personnel in accordance with Sections 5303.5.1 through 5303.5.3.

Status:

Notes:

Are tanks stored in an upright position?

5304.1 Upright storage. Compressed gas containers, cylinders and tanks, except those designed for use in a horizontal position, and all compressed gas containers, cylinders and tanks containing non-liquefied gases, shall be stored in an upright position with the valve end up.

Status:

Notes:

Are tanks protected from physical damage?

5303.5.3 Securing compressed gas containers, cylinders and tanks. Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods:

Status:

Notes:

Are tanks separated from combustible waste and vegetation?

5303.7.2 Combustible waste, vegetation and similar materials. Combustible waste, vegetation and similar materials shall be kept a minimum of 10 feet (3048 mm) from compressed gas containers, cylinders, tanks and systems.

Status:

Notes:

Natural Gas:

Is meter and outside piping protected from physical damage?

5703.6.4 Protection from vehicles. Guard posts or other approved means shall be provided to protect storage tanks and connected piping, valves and fittings; dispensing areas; and use areas subject to vehicular damage in accordance with Section 312.

Status:

Notes:

Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time

Summary:

Overall Result:

Inspector Notes:

Inspector:

Signature

Date

Representative Signature:

Signature

Date

