



Building Inspection Checklist

The following is designed to help you identify potential code violations. Completing this checklist prior to your inspection will reduce your chance of being non-compliant.

Access	Yes	No	N/A
Is the address clearly visible from the street?			
Is the Fire Department access road or fire lane unobstructed?			
Is there a minimum three foot clearance around fire hydrants?			
Is the Fire Department Connection (FDC) area clear and does it have caps?			
Egress (Exiting)			
Do exit doors with key-locking hardware have a sign? "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"			
Are exit ways and doors easily recognizable, unobstructed and functional?			
Are the exits, stairways and corridors free from the storage of combustible materials?			
Do the exit doors serving Hazardous occupancies or all other occupancies with 50 or more occupants swing open in the direction of travel?			
Are all exit doors in Hazardous occupancies or Assembly/Educational occupancies with 50 or more occupants equipped with panic hardware?			
Are corridor doors with self-closing hinges or mechanisms maintained in the closed position (not blocked open)?			
Are fire escapes accessible and currently certified with five year tag attached and five year report available?			
Emergency Lighting/Egress Illumination			
If emergency lighting is provided, is it maintained in operable condition and is the battery test OK? (Required with 2 or more exits)			
Is the means of egress illuminated by the building lighting when the building or structure is occupied?			
Exit Signs			
Are required exit signs installed and easily visible from any direction? (NOT REQUIRED if only one exit or main exterior door exit is obviously and clearly identifiable as exits)			
If exit signs are installed, are they either internally or externally illuminated?			
Does the backup-battery work on the exit sign? (Push the test button - the exit sign should illuminate under battery power)			
Heat Producing Appliances			
If portable electric heaters are used, are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles?			
Are safe clearances maintained between heating appliances (such as water heaters, furnaces, etc.) and combustible materials to avoid ignition of combustibles?			
Electrical			
Are electrical outlets, switches and junction boxes properly covered with plates?			
Is the area around electrical panels kept clear? (at least 36" depth in front, 30" width on the sides and 78" in height)			
Are extension cords used only for portable appliances? (Lightweight lamp cord known as "Zip cord" is not approved for use)			
Are temporary seasonal lights being used less than 90 days? (LED rope light is generally acceptable for permanent use)			
Is a UL listed power strip with built-in circuit breaker utilized for multiple items and plugged directly into a permanently installed receptacle?			
Fire Extinguishers			
Is there access (not exceeding 75 ft. travel distance) to fire extinguishers rated at a minimum of 2A:10BC? (REQUIRED FOR ALL OCCUPANCIES)			
Is there at least one extinguisher on every floor level regardless of travel distance?			
Have fire extinguishers been inspected and tagged within the last 12 months?			
Are the fire extinguisher(s) properly mounted? <i>Proper locations:</i> near exit doors where possible. <i>Properly mounted:</i> maximum height to the top of the extinguisher: 5 feet if less than 40 pound, 3 feet 6 inches if greater than 40 pounds, in all cases not less than 4 inches above the floor.			
Is a Class-K extinguisher installed within 30 feet of the cook-line in commercial kitchens?			
Fire Protection Systems			
If the building is equipped with a fire alarm system, has the required annual service been performed and tagged appropriately? (Red Yellow Green)			
If the building is equipped with a fire sprinkler or standpipe system, has the required annual service been performed and tagged appropriately?			
Is the top of storage a minimum of 18" below sprinkler head deflectors in areas protected by fire sprinklers?			

	Yes	No	N/A
Does the standpipe system have a 5 year hydrostatic test tag?			
Does the fire suppression system for spray painting booths have a current annual certification and is the system tagged appropriately?			
Does the fire suppression system for commercial kitchens have a UL 300 current certification and is the system tagged appropriately? (every 6 months)			
In commercial cooking applications, is the ventilation hood clear of the accumulation of grease?			
Is fire sprinkler system being monitored by a 24-hour alarm monitoring service?			
Fire/Smoke Separations			
Are the fire/smoke separations (smoke doors, fire doors, fire walls, ceiling) in working order & good condition with no ceiling or wall penetrations?			
Storage of Combustibles			
Is the storage of combustible material orderly and in stable stacks?			
Is storage 24" from ceilings for non-sprinklered areas?			
Are the boiler room, mechanical room and electrical panel room maintained without the storage of combustible materials?			
Are dumpsters larger than 1.5 CU.YDS (300 gal) stored outside buildings and greater than 5' from combustible walls, openings or combustible roof eave lines?			
Storage of Compressed Gas Cylinders & Combustible & Flammable Liquids			
Are compressed gas cylinders secured to the building or cart to prevent falling? (Nesting is permitted at cylinder filling or service facilities)			
Are quantities in excess of 10 gallons of flammable and combustible liquids stored in liquid storage cabinets?			
Multi-Family Residential Buildings			
Do multi-family buildings three or more stories in height OR with 16 or more units have a fire alarm system?			
Do non-sprinklered buildings with a fire alarm have pull stations at each exit and smoke detectors in corridors?			
Are there heat or smoke detectors in the laundry room and basements for buildings with a fire alarm system?			
Do multi-family buildings four or more stories in height have a standpipe system?			
Do multi-family sleeping units have hardwired smoke alarms with battery backup? HARDWIRED			
Do multi-family residential, hotels, and institutional buildings have carbon monoxide (CO) alarms installed?			
Are the doors entering a corridor in buildings with 30 or more occupants self-closing or kept closed? (Required to close completely and latch)			