



## Office/Retail – “B” Occupancy Inspection Requirements

Requirement	OK	N/A	Violation
Exit doors, aisles and pathways shall be unobstructed and not blocked			
Door to remain unlocked during business hours			
A minimum of one 2A:10B:C fire extinguisher present for 3000 sq/ft, travel distance not to exceed 75 ft.			
Fire extinguishers shall be inspected annually and serviced as required; or a minimum of once every six years; or when discharged.			
Extinguishers shall be manually inspected at least monthly by the building owner or occupant, or electronically monitored			
Two exits required when more than one story above grade plane; occupants per floor is greater than 49; when travel distance in building exceeds 75 ft.			
Exit doors shall swing in the direction of travel when occupant load exceeds 50 persons			
Exit paths shall be illuminated whenever the building is occupied			
In the event of power failure, an emergency electrical system shall illuminate all egress components in areas that require two or more exits.			
Exit signs shall be provided where two or more exits are required from a room or area			
Exits signs shall be internally or externally illuminated at all times			
The common path of egress shall not exceed 75 ft. (100 ft. in sprinkled occupancies).			
Egress doors are readily openable from the egress side without the use of a key or special knowledge or effort			
Main door(s) may be equipped with key operated locking devices, provided a sign is posted "This door to remain unlocked when building is occupied."			
Manually operated flush bolts or surface bolts are not permitted			
Required exit access, exit, or exit discharges shall be continuously free from obstructions or impediments			
Minimum clear aisle width shall not be less than 36 inches.			
Storage of combustible materials in buildings shall be orderly with storage separated from heating devices.			
Combustible waste containers less than 40 gallons shall be constructed of noncombustible material or approved combustible material and provided with a lid.			
Waste containers larger than 1.5 cubic yards shall not be stored in buildings or placed within 5 ft. of combustible walls, openings, or eaves			
Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container			
Combustible material shall not be stored in boiler rooms, mechanical rooms, or electrical equipment rooms			
Storage shall be maintained 2 ft. or more below the ceiling in non-sprinkled areas of the buildings or a minimum of 18" below sprinkler deflectors.			
Temporary wiring is allowed for a period not to exceed 90 days			
Extension cords and flexible cords shall not be used as a substitute for permanent wiring			
Appliance cords and extension cords shall be maintained in good condition without splices, deterioration, or damage			

Power taps and extension cords shall not be affixed to structures; extended through walls, ceilings, floors; or under doors or floor coverings.			
A working space of not less than 30" wide and 36" deep shall be provided in front of electrical service equipment			
An operational permit required to conduct a spraying or dipping operations utilizing flammable or combustible liquids; or application of combustible powders.			
Spraying/finishing operations shall be conducted in a spray room, spray booth, or limited spraying space approved for such use.			
Storage of flammable liquids shall not exceed maximum amounts shown in Table 2703.1.1(1)			
Quantities of flammable & combustible liquids in excess of 10 gals. for maintenance or operation of equipment to be stored in liquid storage cabinets			
An operational permit is required for storage, use, or handling of more than 5 gallons of flammable liquid indoors; 10 gallons outdoors.			
An operational permit is required for the storage, handling, or use of combustible liquids for more than 25 gallons indoors; 60 gallons outdoors.			
A manual fire alarm system shall be installed in occupancies having an occupant load of more than 500; or more than 100 above or below the lowest level of exit discharge			
Fire Sprinkler and standpipe systems shall be inspected, tested & maintained in accordance w/ Chapter 5 of Title 19.			
Commercial cooking equipment that produces grease laden vapors shall be provided with an automatic fire extinguishing system.			
An approved fire apparatus access road not less than 20 ft. wide shall be provided for access within 150 ft. of all portions of the building.			
Fire access roads shall not be obstructed in any manner.			
Materials shall not be placed or kept neat hydrants in a manner that would prevent hydrants from being immediately discernable.			
New and existing buildings need approved address numbers or building numbers in a position to be plainly legible from the street or road fronting the property			
Any attic, under-floor, and concealed spaces used for storage of combustible materials are protected on the storage side as required.			
Knox box is properly installed, if required.			
All fire detection, alarm, and extinguishing systems are being maintained in an operative condition.			
Records for all system inspections, tests and maintenance for the last three years are available if requested.			
The minimum required exits are present for the occupant load.			
Exit doors shall not have a lock or latch unless it is panic hardware.			
Exits and exit access doors are marked by an approved exit sign visible from any direction of egress travel where required.			
Power photo-electric actuated exit doors shall open manually if there is a loss of power and it does not take more than 50 lbs. to set the door in motion.			
Businesses that handle hazardous materials in excess of 55 gallons; 200 cubic ft.; or 500 lbs. must submit disclosure & inventory.			