

Business Occupancy Self-Inspection Form:

Date: _____

Name of Business: _____ Address: _____

Mailing Address (if different) _____

Name of Owner or Manager _____

Business Phone Number _____

Name and Phone Number of person to contact in case of an emergency
(after hours) _____

This form is to be filled out by the owner or manager of the business, not the building owner.

Refer to the enclosed letter and informational brochure to assist you in completing the form. Make any necessary corrections and return the form within 30 days of receipt. Please use the postage paid self addressed envelope enclosed.

Please check the appropriate box:

- 1. Is the address posted on the building and readily visible from the street?
This includes suite letters or numbers.

Yes	No
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- 2. Ensure there is a clear and continuous path of travel to facilitate exiting from all portions of the building. This path of travel must be a minimum of 36 inches in width.

Yes	No
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- 3. Ensure that all exits are free from obstructions.

Yes	No
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4. All doors that can be locked with a key from the inside, must have a sign stating that the door is to remain unlocked when the building is occupied.

Yes No

5. Do all doors operate correctly and open easily?

Yes No

6. If emergency lighting units have been installed in your business, ensure they are in proper working order.

Yes No N/A

7. If illuminated exit signs have been installed in your business, ensure they are in proper working order.

Yes No N/A

8. A minimum of one fire extinguisher for every 6,000 square feet is required in light hazard offices. Fire extinguishers should not be spaced more than 75 feet apart. Extinguishers must have a minimum rating of 2A/10BC and be mounted near an exit.

Yes No

9. Fire extinguishers must be inspected annually by a fire extinguisher company.

Yes No

10. All multi plug power strips must be equipped with a circuit breaker. Please ensure they are in good condition and listed.

Yes No N/A

11. Extension cords cannot be substituted for permanent wiring. They cannot be affixed to the structure or extended through walls, ceilings, or floors. Extension cords must be in good condition and listed for the application in which they are being used.

Yes No N/A

12. A clear space of 30 inches in width, 36 inches in depth and 78 inches in height must be provided in front of electrical panels.

Yes No

13. Ensure there is no open wiring, uncovered electrical junction boxes or broken outlet covers throughout the structure.

Yes	No
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14. A clear space must be maintained around heaters or heating devices. Closets or areas holding furnaces and water heaters must clean and free of any storage.

Yes	No
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15. Storage shall not be kept closer than 2 feet from the ceiling in structures that are nonsprinklered and 18 inches in structures that are sprinklered.

Yes	No
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16. Waste containers larger than 40 gallons must have lids and be made of noncombustible material.

Yes	No	N/A
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17. My business is requesting a fire inspection for this year.

Yes	No
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18. My business is requesting to remain on the annual inspection cycle and not participate in the self-inspection program.

Yes	No
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Notes _____

Signature: _____

Printed Name and Title: _____

Date: _____

Retain yellow copy for your records, white copy to be mailed back.
Thank you,