



Central Marin Fire Department

Business Pre-Fire Inspection Checklist

The Central Marin Fire Department has developed this checklist to assist building and business owners with fire code violations. These do not include **all** violations but do include a list of commonly found violations. Fire Safety inspections of businesses are required to ensure that reasonable fire safety exists for that business.

- 1. **Fire Extinguishers** - Portable fire extinguishers shall be installed, inspected, and maintained annually by a California State Fire Marshal licensed technician. Fire extinguishers shall be visible and mounted in public view. If that cannot be maintained, a sign/label shall be placed to indicate the location of the fire extinguisher. Portable fire extinguishers shall not be obstructed or obscured from view. You can contact the company on the existing service tag for service.
- 2. **Electrical Hazards** - Extension cords are not allowed to be used as permanent wiring. Open junction boxes and open-wiring splices are prohibited, and all electrical outlets are required to have a face/cover plate. Electrical wiring, devices, appliances, and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used.
- 3. **Electrical Panels** - Electrical panels must be accessible and visible. No storage in front of electrical panels. A working space of not less than 30 inches in width, 36 inches in depth and 78 inches in height shall be provided in front of electrical service equipment.
- 4. **Smoke and Carbon Monoxide Alarms** - Smoke detectors shall be required in all A, B, M, R, and S occupancies regardless of construction type to alert occupants or passersby of an incident. Carbon monoxide detectors in commercial buildings are required at least one per level.
- 5. **Propane Detectors** - LPG detectors shall be installed wherever LPG is provided, or an LPG appliance is in use
- 6. **Exit Signs** – Exit signs and access doors must be visible in the direction of travel providing an exit path of the building. Exit signs shall be illuminated at all times, and have a backup battery supply with not less than 90-minutes of backup power. **Exceptions:** Exit signs are not required in rooms or areas that require only one exit or exit access. Main exterior exit doors or gates that are obviously and clearly identifiable as exits need not have exit signs where approved by the fire code official
- 7. **Compressed Gas Cylinders** – Compressed gas cylinders must be secured at all times even when empty. Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity
- 8. **Hazardous Chemicals** – A 704 Hazardous Materials Placard is required outside any room containing hazardous materials.
- 9. **Storing More than 10-Gallons of Flammable Liquids** – No more than 10 gallons of flammable and/or combustible liquids are allowed. Quantities more than 10 gallons require the products to be put into a certified flammable/combustible liquids locker or cabinet.
- 10. **Storage with a Fire Suppression System** – Storage shall not be any higher than 18 inches below the ceiling if the building has a fire sprinkler system. The 18-inch ceiling clearance is not required for storage along walls in areas of buildings equipped with an automatic sprinkler system.

- 11. **Storage without a Fire Suppression System** – Storage shall not be any higher than 24 inches below the ceiling if the building does not have fire sprinklers. The 24-inch ceiling clearance is not required for storage along walls in areas of buildings equipped with an automatic sprinkler system.
- 12. **Fire Alarm and Fire Sprinklers Systems** – Fire alarm system shall be inspected and maintained annually by a licensed C-10 electrician. The fire alarm system shall also have an inspection tag attached to the panel. Fire sprinklers systems shall be inspected and maintained annually as well as have a current five-year inspection tag. Inspections shall be conducted by a California State Fire Marshal licensed technician. Any systems out of service for an extended period of time require a fire watch be put in place and the Fire Department to be notified.
- 13. **Defensible Space Requirements in the Wildland Urban Interface** - If your business or building falls within the Wildland Urban Interface Boundary, you as the business or building owner are responsible to maintain the defensible space. This includes the following:
 - Clearing any dead vegetation on the property including dead grass, shrubs or trees and any dead vegetation within trees.
 - Removing the lower limbs of trees from 6 to 10 feet from the ground or a third the height of the tree.
 - Removing all leaf litter and debris from the roof and gutters of the building or business.
 - Clearing hazardous vegetation such as Juniper, Pampas grass, broom and italian cypress from within 30 feet of the building or business.
 - Cut and remove all grasses on the property to a maximum height of 4 inches from the ground.
 - Remove any combustible mulch and/or dead material within 5 feet of the building and replace with a non-combustible option such as decomposed granite or gravel.
- 14. **Defensible Space Requirements NOT in the Wildland Urban Interface** - If your building or business falls outside of the Wildland Urban Interface, you are still required to maintain your defensible space although the requirements are less stringent. You shall do the following:
 - Cut down and remove any weeds, grass, vines or other growth that is capable of being ignited and endangering property.

NOTE: A person is not required under this section to manage fuels on land if that person does not have the legal right to manage fuels, nor is a person required to enter upon or to alter property that is owned by any other person without the consent of the owner of the property. Business owners should work with building and property owners to determine who is responsible for defensible space and how it will be maintained. Some of the above requirements may not apply to your facility or business. For example, if a sprinkler system is not installed in a facility or business that requirement is not applicable to your facility or business. If you have questions regarding the above items, please contact the Prevention Bureau at (628) 258-0077 and ask for an Inspector or the Fire Marshal.

Contact Information: If you would like to update the emergency contact information for your business, please use the link below and fill out the google form. This person is who we will contact in case of an emergency and who will receive the annual inspection reports for the business.

https://docs.google.com/forms/d/e/1FAIpQLSfx98kbokYUdGklONK8cmc-vB2EIUW4vrulQPnUqna3fxwymQ/viewform?usp=sf_link