



CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST

FIRE BASIC SAFETY REQUIREMENTS (2021 International Fire Code – IFC and IPMC)

{This is a general guide of common items and may not be all inclusive; all items may not apply to all locations}

- FIRE LANES.** Fire lanes maintained and striped. (Ref. 2021 IFC, Sec. 503)
- OBSTRUCTION.** Access roads not obstructed i.e. parking, dumpsters, building materials. (Ref. 2021 IFC, Sec. 503)
- KNOX BOX/LOCKS.** Provided for all buildings and gates. Padlocks provided when gates are used, and property has marked fire lanes. (Ref. 2021 IFC, Sec. 506)
- OCCUPANT LOAD SIGNS.** Provided where load exceeds 49 in assembly uses. (Ref. 2021 IFC, Sec. 1004)
- FIRE EXTINGUISHERS.** Light Hazard (offices) – 2A10:BC rating within 75' travel, maximum coverage of 3000sqft, Moderate Hazard (retail, manufacturing, warehouse) 2A10:BC within 75' travel, maximum coverage of 1500sqft. Mounted in a visible and accessible location. (Ref. 2021 IFC, Sec. 906)
- EXIT SIGN(S).** Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. (Ref. 2021 IFC, Sec. 1013)
- EXIT SIGN ILLUMINATION.** Required when 2 or more exits are required. (Ref. 2021 IFC, Sec. 1013)
- EMERGENCY LIGHTING.** Required when 2 or more exits are required. (Ref. 2021 IFC, Sec. 1008)
- EXIT DOOR SWING.** Opens in direction of travel when occupant load exceeds 50 or hazardous areas. (Ref. 2021 IFC, Sec. 1010)
- EXIT LOCKING HARDWARE.** “No knowledge” single action lever or panic bar on all doors. The main entrance door may have “key locking” hardware on the door when a sign stating, “door shall remain unlocked during business hours” is posted. Additional deadbolt locks not allowed unless connected to the lever. Panic hardware required in Assembly & Educational where occupant load exceeds 50. (Ref. 2021 IFC, Sec. 1010)
- EXIT SPACING.** Exits shall be placed apart at least ½ the diagonal measurement of the room. (Ref. 2021 IFC, Sec. 1007)
- DEAD END CORRIDORS.** Not to exceed 20 feet or 50 if sprinklered. (Ref. 2021 IFC, Sec. 1020)
- FIRE SPRINKLERS.** (Where installed) Tagged and up to date. (Ref. 2021 IFC, Sec. 901)
- FIRE SPRINKLER RISER ACCESS SIGN** on exterior and/or interior doors. (Ref. 2021 IFC, Chapter 9)
- SPARE SPRINKLERS** box, sprinklers, and wrench (s) provided. (Ref. 2021 IFC, Chapter 9)
- FIRE DEPARTMENT CONNECTION (FDC)** Sign and caps (Ref. 2021 IFC and IPMC, Sec. 704.5)
- FIRE ALARMS.** (Where installed) Current inspection tag posted, Operating status should be “Normal” at time of inspection. (Ref. 2021 IFC, Chapter 9)
- VENT HOOD.** Where Installed. Tagged and up to date. (Ref. 2021 IFC, Sec. 606)
- PAINT BOOTH.** Where Installed. Tagged and up to date. (Ref. 2021 IFC, Ch. 24)
- FIRE WALLS.** When provided/required between tenant spaces as required by occupancy (Assembly).