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 ar (after hours)	n emergency
This form is to be filled out by the owner or manager of the building owner.	e business, not the
Refer to the enclosed letter and informational brochure to a completing the form. Make any necessary corrections and within 30 days of receipt. Please use the postage paid self a envelope enclosed.	return the form
Please check the appropriate box:	
1. Is the address posted on the building and readily visible This includes suite letters or numbers.	from the street? Yes No
2. Ensure there is a clear and continuous path of travel to f	facilitate

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.



No

Yes

3. Ensure that all exits are free from obstructions.

- 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.
- 5. Do all doors operate correctly and open easily?
- 6. If emergency lighting units have been installed in your business, ensure they are in proper working order.
- 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 then 75 feet apart. Extinguishers must have a minimum rating of 2A/10BC and be mounted near an exit.
- 9. Fire extinguishers must be inspected annually by a fire extinguisher company.
- 10. All multi plug power strips must be equipped with a circuit breaker. Please ensure they are in good condition and listed.

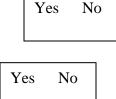
11. Extension cords cannot be substituted for permanent wiring. They cannot be affixed to the structure or extended through walls, ceilings, or floors. Extension cords must be in good condition and listed for the application in which they are being used. No N/A Yes

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

No Yes



Yes



No

N/A

Yes





No

N/A

- 13. Ensure there is no open wiring, uncovered electrical junction boxes or broken outlet covers throughout the structure.
- 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.
- 15. Storage shall not be kept closer then 2 feet from the ceiling in structures that are nonsprinklered and 18 inches in structures that are sprinklered.
- 16. Waste containers larger then 40 gallons must have lids and be made of noncombustible material.
- 17. My business is requesting a fire inspection for this year.
- 18. My business is requesting to remain on the annual inspection cycle and not participate in the self-inspection program.

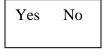
Signature:

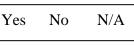
Notes

Printed Name and Title:_____

Date:_____

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





Yes

No

Yes No