The Norristown Fire Department's Fire Safety Inspection Program is designed to promote a proactive approach to fire safety through prevention. Fire Department personnel will conduct the fire safety inspection of your property with the goal of identifying existing hazards to life and property and to provide explanations on how to mitigate the hazard(s) and maintain compliance with the International Fire Code.

The International Fire Code is written and updated by a national committee, comprised of building related experts including architects, engineers, code enforcement officials, building owners and insurers. To access the Codes online, visit International Code Council (ICC) www.iccsafe.org

In addition to conducting a fire inspection, the inspector will gather Company Emergency Contact names & numbers, Building Size, Knox Box Keys & Other Important Information in case of an emergency in your building.

Your Emergency Contact Information Updates can also be sent to
NFDinfoupdates@Norristown.org
at any time.

The Norristown Fire Department believes the success of our Fire Inspection program depends upon the goodwill and compliance of business owners and the professionalism and understanding of fire department members.

On your inspection day, please be sure to have an owner, manager or other member of the supervisory staff on duty. The Fire Inspector must be able to access all rooms in the building.

Note: Because Fire Inspectors are also required to respond to emergencies in the Municipality, inspections are subject to cancellation without prior notice. In that case, a representative of the department will contact you to reschedule for a later time or date.

If you should have any additional concerns or questions, please contact the Fire Marshal's Office at 610-270-2894.

Your inspection is scheduled for:

Date _____ Time _____

Inspector _____ Phone _____

Norristown Fire Dept.
235 East Airy Street
Norristown, PA 19401
610-292-8281

Your Fire Safety Inspection Check List

Our Goal is to Protect You and Your Investment!

Preparing for your Inspection

This checklist will assist you in preparing for your life safety inspection. Many hazards are minor and can be easily repaired before your inspection date. The following list identifies some frequently occurring problems, however this is ***NOT*** a comprehensive list. Hazards may exist that are unique to your business or building.

EXITS

- ❒ Aisle ways are clear & no less then 36 inches
- ❒ Stairways & fire escapes are not used for storage & are easily navigated
- ❒ Illuminated exit signs are displayed over each exit
- ❒ Emergency lighting is installed & maintained
- ❒ Exit doors open easily without excess force
- ❒ Exit doors open in the direction of travel
- ❒ Exit doors remain unlocked during business hours
- ❒ Exits are unobstructed & visible from all areas of the room
- ❒ Exits do not lead to a room subject to locking
- ❒ Areas that exits lead to are properly maintained & non-hazardous

FIRE ALARMS

- ❒ Fire alarm & sprinkler systems have been inspected annually & in compliance with code
- ❒ Sprinkler heads have 18 inches of clearance
- ❒ Commercial kitchen suppression hoods have been inspected every 6 months & in compliance with code
- ❒ Test & inspection records for all systems are available for review

FIRE EXTINGUISHERS

- ❒ Adequate number of extinguishers are provided, visible & accessible
- ❒ Extinguishers are the proper size for business or building type
- ❒ Extinguishers are charged & in proper working condition
- ❒ Extinguishers are properly installed, tagged, mounted & have been inspected annually

ELECTRICAL EQUIPMENT

- ❒ Electrical junction boxes are properly covered
- ❒ Electrical breaker panels are covered & have 30 inch working clearance around them
- ❒ Fuses & circuit breakers are labeled
- ❒ Circuits are not overloaded
- ❒ Extension cords & temporary wiring are not used as sources of permanent power
- ❒ Extension cords are not used in conjunction with power strips
- ❒ Extension cords are not placed under carpets or through walls or ceilings
- ❒ Eliminate exposed electrical wiring

MISCELLANEOUS

- ❒ Combustible material storage is neat & orderly. A two foot clearance from the ceiling shall be maintained in non sprinkled buildings
- ❒ Combustible material is **NOT** stored in electrical or heating equipment rooms
- ❒ Waste material is disposed of properly & not allowed to accumulate
- ❒ Hazardous materials are properly stored & Material Safety Data Sheets (MSDS) are available to fire service personnel
- ❒ Penetrations or holes in fire rated construction (Ceiling tiles, drywall ceiling & walls) are repaired
- ❒ Self-closing fire doors operate properly
- ❒ Dryers are free of lint build-up
- ❒ Stoves are clean and free of grease build-up
- ❒ Four (4) inch street address numbers are properly displayed outside of business
- ❒ Sprinkler/standpipe connection is properly maintained, clearly marked & unobstructed
- ❒ Fire lanes are clearly marked & unobstructed

FEE SCHEDULE

(As set by Municipal Council)

COMMERCIAL OCCUPANCY UNITS

Low Hazard (Health Care, Banks, Salons, Retail)	
1 – 2,000 square feet	$110.00
2,001 – 5,000 square feet	$160.00
5,001 – 10,000 square feet	$210.00
10,001 – 100,000 square feet	$260.00
100,000 square feet or better	$310.00

Moderate Hazard (Manufacturing, Bakeries, Auto Repair)	
1 – 2,000 square feet	$150.00
2,001 – 5,000 square feet	$200.00
5,001 – 10,000 square feet	$250.00
10,001 – 100,000 square feet	$320.00
100,000 square feet or better	$400.00

High Hazard (Sales of Flammable Liquids, Liquor stores, Emergency power facilities, Communication Facilities.)	
1 – 2,000 square feet	$200.00
2,001 – 5,000 square feet	$250.00
5,001 – 10,000 square feet	$300.00
10,001 – 100,000 square feet	$400.00
100,000 square feet or better	$500.00

(Hazard types are not limited to the types of business listed)

The property owner may be charged an additional fee for the cost of third-party inspectors, engineers or other professionals needed to complete the inspection, re-inspection or plan review.

** Fire Inspection fees include the cost of two inspections for each phase. Additional inspections required because of the failure of the work to pass the initial inspections, shall result in an additional $30 for each additional inspection.

REV. 1-14