

**IN CASE OF EMERGENCY
CALL 9-1-1**

Be Prepared for a Fire

- ‡ Post your building evacuation plan and practice this plan regularly
- ‡ Know at least two ways out of every room or floor
- ‡ Conduct regular fire drills with your staff
- ‡ Know the location of all fire extinguishers and how to use them
- ‡ In case of a fire, ALWAYS use the stairs to exit—NOT the elevator
- ‡ Do not block exit paths or doors for any reason
- ‡ Remove trash daily to a dumpster that is placed away from the building
- ‡ Turn off small appliances before you leave (i.e. coffee pots)
- ‡ Never leave candles burning unattended
- ‡ Report fire hazards or blocked exit doors to management immediately



Visit our website,
www.CKCOG.com to find:

- ◆ A Pre-Inspection Checklist
- ◆ An Application for Fire Permit
- ◆ Information on other Codes (Building, Zoning and Property Maintenance)



Other useful websites:

- www.nfpa.org - Offers free online access to all NFPA Codes and Standards and educational materials
- www.redcross.org - Fire Prevention and Preparedness, Educational Materials and Fact Sheets
- www.osha.gov - Workplace Fire Safety

Fire Safety Permits & Inspections



Administered by
Central Keystone COG

1610 Industrial Blvd., Suite 400A
Lewisburg, PA 17837

Phone: 570-522-1326
Ph#2: 1-877-457-9401
Fax: 570-522-1327
E-mail: permits@ckcog.com

Why do I need a Fire Safety Permit?

Your Municipality has adopted an Ordinance which requires all Commercial, Industrial and Multi-Family properties be inspected regularly to insure they meet certain safety and occupancy requirements.

The goal of this inspection is to proactively reduce the likelihood of injury and loss by checking for conditions relating to safe access and exiting, fire suppression systems, storage areas, hazardous materials, electrical systems, mechanical equipment, building construction and exterior vegetation.

Reasons to have a Fire Safety Inspection:

- A safer working/living environment for employees/customers and residents.
- A safer building for unfamiliar occupants (visitors, shoppers, clients, etc.).
- Business and job security. Up to 80 percent of all small businesses that experience a large fire never reopen; this not only affects the building/business owner, but also results in the loss of jobs. Of the businesses that do reopen, many lose much of their customer base due to prolonged absence of production or service.
- A better-maintained building for improved resale value. It is commonplace for buyers to hire a company to inspect the building prior to purchase for fire and life safety.
- A possible reduction in insurance premiums. Many insurance carriers give businesses premium reductions for properly installed and maintained fire-protection systems.

How much will a Fire Permit cost?

The cost of your permit is based on the square footage of the structure to be inspected and the use of the building.

What will the inspector be looking at during this inspection?

You can find the full Pre-inspection Checklist on our website at www.ckcog.com and there is a list of commonly found issues in this brochure.

How often will my property need to be inspected?

Properties are inspected every one (1), three (3) or five (5) years. This schedule is based on the Use Group and Occupancy Load of the property as determined by the International Building Code.

What if my building doesn't pass the inspection or violations are found?

At the conclusion of the inspection, the Code Officer will provide a copy of the inspection report to the building owner or business representative. If deficiencies are found, the report will specify the corrections needed, and will establish a reasonable time allowed to comply, depending on the nature and severity of the violation (typically 15 to 30 days), unless it is a serious life safety hazard.

After the time has passed to take corrective action, the Code Officer will re-inspect the property to make sure the hazardous conditions no longer exist. The Code Officer will advise owners and tenants on how to achieve compliance, and will look for good faith progress toward compliance. Lack of progress, however, can lead to the issuance of a Citation and fines being issued by the courts.



Preparing for a Fire Inspection:

Outside—

- ✓ Make sure the structure address is clearly visible from the street—4" minimum numbers
- ✓ Maintain a 36" clearance around all fire department features—sprinkler control valves, fire hydrants and fire department connections
- ✓ Fire Equipment and utility rooms are clearly identified—2" minimum letters
- ✓ Are all exterior doors free of obstructions—including vegetation

Inside—

- ✓ Are all exit doors easily openable—not locked or chained
- ✓ Keep exit doors and corridors clear of storage and clutter
- ✓ Required or labeled "Fire Doors" must self-close and self-latch if applicable, Fire Doors may not be propped open
- ✓ Maintain combustible materials at least 36" from heat producing appliances and electrical panels
- ✓ Maintain all storage 24" below ceilings (18" if sprinklers are present)
- ✓ All flammable liquids stored in approved containers or cabinets

Administration—

- ✓ Is emergency contact information clearly posted?
- ✓ Is the building Safety Plan readily available?
- ✓ Are Evacuation and Egress routes displayed in all required locations and up to date?
- ✓ Are the maintenance records and testing results for all fire protection systems - including emergency lighting & signage, automatic fire alarms, manual fire alarms, sprinkler systems, fire extinguishers and automatic fire extinguishing systems up to date and available for review?