



BUILDING & FIRE SAFETY CHECKLIST

To better assist you in preparing for your building and fire inspections, please review the following checklist.

This list is not a complete list and the building inspector and/or fire marshal may find additional items that need to be corrected.

1. All remodeling work, other than cosmetic, requires a building permit.
2. Food establishments shall have Davis County Health Department approval.
3. Address numbers (including suite #) must be at least 4" high with contrasting background as well as visible and readable from the street. If there is a back door to the suite, the suite # must also be posted at this door.
4. Main exits and emergency exits must be operable from the inside without the use of a key or any special knowledge or effort. Main exits shall not be locked, chained, bolted, barred, latched or otherwise rendered unusable from the inside during normal business hours and are unblocked at all times. Double doors must both remain unlocked. Surface slide bolt locks on exit doors are prohibited. Exit doors shall swing in the direction of travel for occupant loads of 50 or more.
Exception: Main front doors *only* may have key-locked dead bolts on the inside provided a lettered sign with at least 1" letters stating "THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS" is posted at or on the doors.
5. All corridors, stairways, mechanical rooms and exits must be free and clear of any storage, furniture, or obstructions of any kind.
6. Emergency lighting (if provided) and illuminated exit signs must be operational. Exit sign may be test by depressing the test button located on the front or side.
7. Fire extinguisher(s) must have a minimum UL rating 2A10BC, be mounted nearest the main exit doorway no higher than 48" from the floor, and be located no further than a 75' travel distance. Extinguisher(s) shall not be blocked by storage, decorations, doors, etc. Annual inspection of the fire extinguisher(s) must be done by a state licensed company.
8. Main electrical panels and breakers must be clearly labeled as to their use and have a minimum clear working space of 30" W x 36" D x 78" H in front of the panel. Unused knockout openings in panels must be properly plugged.
9. Electrical outlets, junction boxes, power switches, etc. must be properly installed and have snug-fitting, unbroken faceplates. No electrical splicing outside electrical boxes or fixtures. Exposed wiring outside conduit or boxes is not permitted. Defective wiring and equipment must be replaced or repaired. Disconnected or abandoned electrical wiring shall be removed or properly terminated in covered, approved junction boxes.
10. Extension cords may NOT be used for permanent wiring (continuous use). No cords under rugs, through walls, doors, ceiling tile or partitions. One fused power strip may be used and plugged directly into an outlet (no extension cords). Power strips cannot be used in series (plugged into each other).
11. Compressed gas cylinders (helium, oxygen, etc.) must be secured to the wall.
12. If you do welding/cutting/hot work, have flammable or hazardous materials at your site, please contact the Fire Department for issuance of a permit.
13. No combustible storage in the mechanical room if appliances are natural gas/propane fired. Adequate combustion air is required for all fuel burning equipment areas. Clearance is required around flues and vents to combustibles of at least 1" for double wall flues and 6" for single wall flues. (Drywall paper is combustible.)
14. Gas/propane fired water heaters must be secured to the wall using a listed seismic strap installed at the top and bottom third of the water heater. Water heaters shall be served by a floor drain or a pan and drain pipe to prevent water damage when leaking occurs.
15. ADA approved signage and hardware must be provided on all public restrooms. Restroom and other ventilation fans must be operable.
16. Electrical outlets in bathrooms and break rooms equipped with a sink must be GFI protected.
17. All kitchen hood-over equipment that produces grease-laden air must be equipped with a hood system, automatic fuel shut off, and fire alarm interconnection, along with a current inspection tag. A bi-yearly inspection of the hood system must be done by a state licensed company.
18. Sprinkler systems must be maintained and shall not be turned off at any time other than for repair. All valves must be open, accessible and unobstructed. Storage shall be maintained at least 18 inches below sprinkler heads.
19. Fire alarm systems must be maintained and have a current inspection tag. Annual inspection of the alarm system must be done by a state licensed company.
20. Any questions, please contact Building and Licensing Services at 801-336-3760 or the Fire Department at 801-336-3940.