

FORT MYERS BEACH FIRE CONTROL DISTRICT

Fire Prevention Bureau
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Fire Inspection Checklist for New Business or Building Owners/Managers

The Fort Myers Beach Fire Control District is required by state law to inspect all businesses to determine compliance with Life Safety Codes. There is a **\$25.00 inspection fee** for all new businesses to inspect and approve the certificate of use permit. Future re-inspections are done twice a year at no charge. However, not complying with or not correcting items by the date specified in the inspection report, can result in re-inspection fees, business closure, civil penalties, and criminal prosecution. Work performed to correct violations may require a permit and may be required to be completed by a licensed contractor. The following checklist is to aid you, the owner/manager, to some of the items the fire inspector will be checking for prior to signing the certificate of use permit. Please mail or deliver the Business Occupancy Fire Inspection Form and the \$25.00 inspection fee prior to scheduling of inspection. Inspections will be scheduled within 48 hours.

General Requirements:

1. Do you have a current Certificate of Use permit from the Town of Fort Myers Beach?
2. Have you had any construction work performed in your business prior to opening.
3. Do you have an evacuation plan posted in applicable?
4. If you are classified as Assembly occupancy, do you have your Occupancy Capacity posted in public view?
5. If there a fire department Knox Box? Are the current keys in the Knox Box?

Street Address:

Is your street address number/suite number plainly visible and legible from the street? Street numbers should be a minimum of 4 to 6 inches in height, and the suite number/letter should be not less than 4 inches in height. The numbers shall be in a contrasting color with its background and on the outermost surface of the building.

Emergency Lights / Exit Signs:

1. Are all emergency lights and Exit lights operational and unobstructed?
2. Is emergency lighting provided at all exits, corridors and stairwells?
3. Battery emergency backup power is required for Exit and emergency lighting.
4. Do you have an emergency generator? Is it tested monthly including an annual full load test?
5. Provide records for all testing and maintenance of emergency generator, emergency lights, and exit lights.

Means of Egress and Fire Separations:

1. Are there any holes in the walls separating you from adjacent tenants, especially above any drop ceiling?
2. Are fire doors operational and not blocked or secured in place?
3. Are stairwell handrails secure?
4. Is access to exits and exit doors clear of obstructions?
5. Are exit doors operable without the use of a key or special knowledge or effort?
6. All locking devices shall be of the approved type.
7. Panic hardware is required for certain businesses.

Portable Fire Extinguishers:

1. Are there portable multi-purpose dry chemical fire extinguishers (minimum rating of 2A-10B:C) available on each floor? One extinguisher is required for every 3,000 square feet of floor space and within a 75 foot travel distance? Restaurants and industrial businesses may require additional specific types of extinguishers.
2. Have the fire extinguishers been inspected within the past 12 months and tagged by a licensed contractor.
3. Are fire extinguishers properly charged and mounted on the wall no more than 48 inches above the floor, and readily visible and accessible?

Sprinkler / Fire Suppression System:

1. Is your building sprinkled?
2. Has the sprinkler system been inspected and tested within the past year by a licensed contractor?
3. Are the sprinkler system risers accessible?
4. Is storage at least 18 inches below sprinkler heads?
5. Is the fire department connection unobstructed and caps in place?
6. Are on site fire hydrants unobstructed?
7. If you are a restaurant, have you had your cooking equipment fire suppression system serviced semi-annually by a licensed contractor?

Fire Alarm System:

1. Do you have a fire alarm system?
2. Has the fire alarm system been inspected and tested within the last year by a licensed contractor.
3. Is the fire alarm panel accessible?
4. Are horns and strobes unobstructed?

Electrical Safety:

1. Maintain 36 inches of clear space in front of and around electric panels.
2. Ensure panel box and breakers are labeled for correct use.
3. Missing and unused circuits shall be covered with a blank cover.
4. Extension cords and flexible cords are not permitted as permanent electrical connections.
5. All electrical devices shall have faceplates installed.
6. Maintain clearance around water heaters and other heat producing appliances.

House Keeping:

1. Rubbish and trash build-up shall be maintained at a minimal level and removed at least daily.
2. Storage under stairs is prohibited unless the stair is protected from the bottom by a fire rated enclosure.
3. The storage of combustible or flammable material must be stored in an approved cabinet.
4. If flammable, combustible, or hazardous material is used or stored, Material Safety Data Sheets (MSDS) shall be available on site.
5. Pressurized cylinders or tanks or any kind (i.e. helium, CO2, propane, etc.) shall be properly stored and secured at all times.
6. All suspended ceiling panels are in place.

Office use only: Fee: _____ Amount Paid: \$ _____ Date Paid: _____
Approved By: _____ Cash _____ Check # _____ Bank Name: _____ Date: _____