



Commercial Business Maintenance & Annual Fire Inspections

This list is not inclusive of all Fire Codes but only addresses the most common concerns. Please contact Park City Building Department at (435) 615-5108 or at firemarshal@parkcity.org with any questions.

Access

1. Fire lanes must be free of all obstructions for a clear width of 20 feet around the building (2018 IFC 503).
2. Building addresses must be visible from the street with a contrasting background in 4" high letters with a ½" stroke (2018 IFC 505).
3. Where key boxes are provided, they must contain updated keys. When a lock is changed or re-keyed, the Fire Code Official must be immediately notified (2018 IFC 506).
4. A 3 foot clear space is required to be maintained around fire hydrants (2018 IFC 507.5.5).
5. A 3 foot clear space must be maintained around fire department connections (FDC). FDCs must be marked with metal signs in at least 4" raised letters reading AUTOMATIC SPRINKLERS or STANDPIPES or TEST CONNECTION or with the applicable combination thereof (2018 IFC 912).

Exiting

6. Interior and exterior pathways for exits must be cleared of all obstructions to the public way (2018 IFC 1031.2); including snow and ice (2018 IFC 1031.3). Exits and exit pathways cannot be used for any purpose that interferes with emergency egress (2018 IFC 1031.2).
7. Appropriate signs must be posted adjacent to the required exit door with deadbolt hardware "THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED" (2018 IFC 1010.1.9.3).
8. All exit doors must be able to be used without any special knowledge or tools (2018 IFC 1010.1.9).
9. Panic Hardware is required on doors for occupancies of 50 people or more and may not be locked with locks or latches (2018 IFC 1010.1.10).
10. Fire doors and smoke and draft control doors cannot not be blocked, obstructed, or made inoperable (e.g. held open with door stops, etc.) (2018 IFC 705.2).
11. Exit signs must remain illuminated and visible at all times (2018 IFC 1013). Emergency illumination devices must be in working order (2018 IFC 1008).

Fire Extinguishers

12. Fire extinguishers must be serviced and tagged annually (2018 IFC 906, NFPA 10).
13. Fire extinguishers must be mounted so that the top of the extinguisher is no more than 60 inches above the floor and the bottom is no less than 4 inches above the floor. Fire extinguishers must be located so that no individual in the building is more than 75 feet of travel distance from the fire extinguisher (2018 IFC 906).
14. Fire extinguishers may not be blocked from view or access. The location of fire extinguishers must be identified by obvious signage (2018 IFC 906).

Fire Protection Systems

15. Fire sprinkler head assembly cannot be painted (2016 NFPA 13 6.2.6.2.2) and escutcheons (trim rings) must be in place (2016 NFPA 13).
16. All valves must be locked or constantly monitored to ensure the valve is in the open position (2018 IFC 903.4).
17. Fire Department Connections must be covered with approved plugs or caps (2016 NFPA 13 6.7.2; IFC 912.4.1).
18. Sprinkler piping and hangers cannot be used to support non-system components (e.g. wires of any kind, plumbing, venting, etc.) (2016 NFPA 13 9.1.1.8.1).
19. Sprinkler/standpipe systems and fire pumps must be inspected annually (2018 IFC 901.6, 2017 NFPA 25).

20. Every 3 years and during warm weather, dry fire riser/sprinkler systems must have a “full trip test” with the control valve fully open and the quick-opening device (if installed) in service (2017 NFPA 13.4.5.2.2.2).
21. Wet and dry fire riser/sprinkler systems must have 5 year internal inspection test performed. (2018 IFC 901.6.1, 2017 NFPA 25 14.2.1.1).
22. Sprinkler systems must provide coverage to all areas unless exceptions are allowed by code (2018 IFC 903.3).
23. Spare sprinkler heads and a sprinkler wrench are required at all times (NFPA 13 6.2.9).
24. When a system is out of service, the Fire Department and Fire Code Official must be notified immediately. The building must be either evacuated or an approved fire watch is required. (2018 IFC 901.7) Please contact the Building Department at: (435) 615-5112 or at firemarshal@parkcity.org. Also contact the Park City Fire District at: fireprev@pcfd.org, or, (435) 940-2520 prior to shutting down the system.

Fire Alarm System

25. Fire alarm systems and must be inspected annually and must be in working order (2018 IFC 907.8, NFPA 72 14.4.3.2).
26. When a system is out of service, the Fire Department and Fire Code Official must be notified immediately. The building must be either evacuated or an approved fire watch is required (2018 IFC 901.7). Please contact the Building Department at: (435) 615-5112 or at firemarshal@parkcity.org. Also contact the Park City Fire District at: fireprev@pcfd.org, or (435) 940-2520 prior to shutting down the system.

Fire Separations

27. Fire resistive construction cannot have gaps where fire or smoke may cross the fire barrier and must be fully functional at all times (2018 IFC 703.1).

Electrical

28. Extension cords may only be used for temporary purposes and should be unplugged at the outlet when not in use (2018 IFC 604.5).
29. Re-locatable power strips must be directly connected to a permanently installed receptacle (2018 IFC 604.4.2).
30. Space heaters must be plugged directly into a permanently installed receptacle and cannot be plugged into extension cords. Space heaters cannot be operated within 3 feet of any combustible material (2018 IFC 604.10).
31. Open junction boxes and open-wiring splices are prohibited. Approved covers are required for all switch and electrical outlet boxes (2018 IFC 604.6).
32. Exposed wiring is not allowed. All wiring must be in an approved conduit (2017 NEC 334).
33. Working space of not less than 30” wide x 36” deep x 72” high is required in front of electrical service equipment; if equipment is more than 30” wide, workspace must be the width of the equipment (2018 IFC 604.3).
34. Doors into electrical control panel rooms must be marked with a plainly visible and legible sign stating ELECTRICAL ROOM (2018 IFC 605.3.1).

Flammable Liquids – Compressed Gasses

35. Quantities of flammable and combustible liquids in excess of 10 gallons must be stored in liquid storage cabinets (2018 IFC 5704.3.4.4).
36. Fueled equipment (including portable generators, portable cooking equipment, lawn care equipment and motorcycles) cannot be stored, operated or repaired within a building unless the area is constructed for that purpose or approved by the Fire Code Official (2018 IFC 313).
37. Compressed gas containers, cylinders, tanks and systems must be marked (2018 IFC 5303.4) and secured against accidental dislodgement and access by unauthorized personnel (2018 IFC 5303.5).
38. Liquid Petroleum (LP) gas containers cannot be stored in basements, pits or similar locations (2018 IFC 6109.7).

Storage - Housekeeping

39. Combustible storage must not be stored in boiler rooms, mechanical rooms, electrical rooms, exits or stair enclosures (2018 IFC 315.3.3).
40. Attics, crawl spaces, under stairs and concealed spaces may not be used for storage unless they are built with fire resistive construction, with self-closing hardware or have automatic sprinklers installed (2018 IFC 315.3.4).
41. Storage must be orderly and stacks must be stable (2018 IFC 315.3).
42. Storage must be maintained 2 feet or more below the ceiling in non-sprinklered areas, or at least 18 inches below sprinkler head deflectors (2018 IFC 315.3.1).
43. Material susceptible to spontaneous ignition, such as oily rags, must be stored in a listed disposable container (2018 IFC 304.3.1).
44. Rubbish and waste cannot be allowed to accumulate in buildings or structures or upon premises (2018 IFC 304.1).
45. Storage of combustible materials must be separated from heaters or heating devices by distance or shielding so that ignition cannot occur (2018 IFC 315.3).
46. Safety Data Sheets (SDS formerly MSDS) must be readily available on the premises for hazardous materials (2018 IFC 5003.4).

Commercial Kitchens

47. Class 1 hoods & duct systems must be cleaned and tagged at least every 6 months by a licensed professional (2018 IFC 607.3.3).
48. Kitchen hood fire suppression must be inspected, serviced and tagged every 6 months (2018 IFC 904.12.5.2).
49. Type "K" fire extinguisher must be mounted within 30 feet of fryer no higher than 42" above and no lower than 4" above floor (2018 IFC 906.4.2).

Occupant Loads

50. Every room or space that is an assembly occupancy must have the occupant load posted in a conspicuous place near the main exit (2018 IFC 1004.9).

Inspection, Testing & Maintenance

51. Battery powered emergency lighting equipment must be tested annually by operating the equipment on battery power for not less than 90 minutes (2018 IFC 1031.10.2).
52. All emergency lighting must be tested for at least 30 seconds on a monthly basis (2018 IFC 1031.10.1).
53. A record of periodic inspections, tests, servicing & other information must be maintained for at least 3 years. Records must be made available for inspection by the fire code official (2018 IFC [A] 108.3).
54. Generator systems must be tested monthly by initiation at a transfer switch and run under load for at least 30 minutes (2016 NFPA 110 8.3).
55. Records must be maintained for inspections and testing done on emergency & standby power systems. (2018 IFC 1203.4.3).
56. Each commercial elevator is required to be inspected by the State of Utah and the certificate must be current (UT Code 34-A-&-203).
57. Fire Safety & Evacuation Plans must be available to employees for review and provided to the Fire Code Official on request (2018 IFC 404.4).
58. Fire and Evacuation Drills must be conducted according to the frequencies listed on the following page and records of each drill maintained (2018 IFC 405). If you would like, we have a basic outline of requirements for Fire Evacuation and Fire Safety Plans available to help you create these documents.
59. Other violations as noted in comments.

Fire and Evacuation Drill Frequency

Business Type	Frequency	Participants
Restaurants, Bars, Movie Theaters, Libraries, Concert Halls, Museums, Gyms, etc.	Quarterly	Employees
Offices, places of professional or service-type transactions	Annually	All occupants
Ambulatory Care Facilities	Quarterly on each shift	Employees
Outpatient Clinics	Annually	Employees
Residential Board & Care Facilities	Semiannually on each shift	All occupants
Hospitals	Quarterly on each shift	Employees
Day Cares	Monthly on each shift	All occupants
Hotels	Quarterly on each shift	Employees
Apartments & Condominiums	Quarterly	All occupants