Montgomery County Fire Marshal's Office
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Fire Marshal's Inspection Check List – New Hazardous Occupancies

Means of Egress:

1. All doors are a minimum of 3 feet by 7 feet with a clear width of 32 inches.
2. All bathroom and locker rooms that are multi-stall or larger than 64sq.ft shall be equipped with emergency lighting.
3. Floor surfaces are of slip-resistant material.
4. Stairways shall have a minimum clear width of 44 inches and 80 inches in height.
5. All new elevators shall be equipped with phase I and II recall and shall meet phase ASME A17.1.
6. Doors shall swing in the path of egress if the occupancy is classified as Hazardous Occupancy and shall be equipped with fire hardware or panic hardware.
7. Egress path shall be a minimum of 36 inches.
8. Stairs tread shall have a consistent pattern and shall not exceed 7 inches in height and a minimum depth of 11 inches.
9. All ramps in the path of egress shall have a slope no more than 8%.
10. Illuminated exit signs shall be readily visible from the path of egress and shall have a certified listing.

Fire Service Features and Building Features:

1. All Contractors shall submit one copy in PDF on a CD of their: Fire Alarm, Fire Sprinkler, and Hood Suppression System.
2. Fire apparatus access roads shall comply with Appendix "D" and shall be review by the Fire Marshal's Office.
3. All check list shall be filled out and submitted into Fire Marshal Office:
    1. Fire Alarm Checklist
    2. Commercial Cooking Suppression Checklist
    3. Paint Booth Checklist
    4. Fire Pump Checklist
    5. Fire Sprinkler Checklist
    6. Fixed Fire Extinguisher System (other than water)
    7. Sprinkler System Underground Checklist
4. Fire Department Connection Location will be approved through the local fire department, **AND** shall be located on the street side of the building, fully visible and recognizable from the street or nearest point of fire department apparatus access road within 150 feet of the nearest hydrant.
5. Fire Department Connection sign shall have the Letters "FDC" at least 6 inches high.
6. Fire alarm panel shall be installed in proximity to main entrance.
7. All documents shall be submitted into our office including but not limited to.
    1. ATF Explosive Registration Information and license number.
    2. Emergency Plan submitted into The Fire Marshal's Office and local Fire Department for approval.
8. All fire protection equipment shall have annual inspection and installation tags installed.

9. Premises Identification address shall be Arabic numerals or alphabet letters with a minimum of 4 inches high and a minimum stroke with of 0.5 inches.
10. Fire alarm system and sprinkler system shall be monitored through an approved monitoring agency.
11. **KNOX EQUIPMENT**
    1. All Fire Department Connections shall be equipped with Knox locking caps with swivel guard and can be purchased through Montgomery County Fire Marshal's Office.
    2. Knox Boxes are required on all building that have a Fire Alarm, Sprinkler System, or elevator. Knox boxes shall be purchased through local fire department. The only Knox Boxes that can be purchased are the 3200 or 4400 series with hinged lid.
    3. All keys shall be placed in Knox box during final inspection with local Fire Department. All Knox items shall be installed and in place before COC can be issued.

Fire Rated Assembles:

1. All rated assembles will be checked for correct construction and for penetrations through assembly.
2. Check for correct door labeling, rating, and not painted over.
3. All doors are self closing and comply with egress.
4. All fire rated assembles shall have correct markings or stenciled on wall.

Electrical Equipment:

1. No permanent use of extension cord or multi-plug adaptors.
2. All cover plates on junction boxes, outlets, panel boxes, and switch plates shall be installed.
3. 36" clearance around all electrical panels, transformers, and hot water heater.
4. All empty slots in electrical panel shall be filled with breaker blanks.
5. All breaker panels shall have breakers labeled on index card.
6. All electrical outlets in bathrooms and around water faucets and wash sinks are GFCI rated.

Storage and housekeeping:

1. Storage: No excessive or hazardous accumulation of material.
2. Storage Heights: Sprinkled buildings 18 inches below ceiling.
3. Flammables improperly stored, handled, or labeled.
4. Missing ceiling tiles or holes in walls.
5. Secure compressed gas cylinders to fixed objects.
6. Accumulation of trash, debris, dust, lint, waste.
7. Interior finish or decorations are not flammable.

Fire Extinguishers and Miscellaneous:

1. Approved fire extinguisher with proper and current inspection tag.
2. Fire extinguisher is mounted properly and has 3 foot clearance around it.
3. All interior doors are labeled with room identification and use.
4. Sprinkler cabinet shall have extra heads and wrench.
5. Proper keys in Knox box.
6. All permits and documents are current.