



## ESSENTIAL FIRE SAFETY CHECKLIST FOR YOUR BUSINESS

The Central County Fire Department would like to bring to your attention some of the Fire and Life Safety requirements you may need to comply with for occupancy of your new or existing business. To avoid delays in the approval or renewal of your business license, we have provided a compliance list.

**You will be invoiced a fee of \$108.00 for the initial inspection. You will be assessed an additional \$114.00 at the third inspection and \$207.00 beginning with the fourth inspection if violations are not corrected.**

1. [Fire extinguishers](#) shall be installed as follows:
  - (a) One (5lb) extinguisher, classification of 2A10BC minimum, for every 3,000 sq.ft. of area.
  - (b) Extinguisher(s) shall be located in a conspicuous location where they will be readily accessible, mounted upright between 36-60 inches above floor at the point(s) of egress.
  - (c) Serviced annually with current service tag attached.
2. Fire protection systems shall have current service identification as follows:
  - (a) Sprinkler systems serviced every 5 years.
  - (b) Hood and duct systems for cooking equipment serviced every 6 months.
3. [Exit signs and emergency lighting](#) must be in working order.
4. Exits and exit discharges shall be continuously maintained and free from obstructions.
5. If you have a door with a locking mechanism and there is not a conditional [sign](#) stating the door must remain unlocked when the business is occupied, you may be required to add a readily and durable sign posted on the egress (Exit) side or adjacent to the door.
6. [Extension cords and flexible cords](#) shall not be used as a substitute for permanent wiring. Multi-plug adaptors, such as surge protectors, must comply with the California Electrical Code.
7. [Storage](#) may not come within 18 inches of any sprinkler head or within 24 inches of the ceiling in non-sprinklered buildings.
8. Storage areas with [combustible storage](#) over 12 feet require a fire permit and you may be subject to building construction alterations. Contact Central County Fire Department for details.
9. Restaurant or food establishments shall obtain certification from the appropriate agency, San Mateo County Food Consumer Protection or State of California Health Services Department.
10. Alterations/Additions to buildings where work exceeds 1,200 square feet (Burlingame), 1,500 square feet (Hillsborough) or which equals or exceeds 50 percent of the existing square footage of the entire building (Millbrae), shall be required to install fire sprinklers throughout the entire building.

Questions or additional information, please visit our website at: <http://www.ccfdonline.org/prevention/fire-inspections/#d>