

# SAN FRANCISCO FIRE DEPARTMENT (SFFD)

## REFERRAL INSPECTION GUIDELINE/CHECKLIST

A fire safety inspection of your business is required to ensure that reasonable fire safety exists for the business. To facilitate the approval of your application in a timely manner and to minimize additional inspection fees, make sure your business complies with the following requirements prior to scheduling an inspection:

	Address	<ul style="list-style-type: none"> <li>Property address posted and visible from the street</li> <li>Minimum requirement 4-inch numbers on contrasting background color.</li> </ul>
	Egress	<ul style="list-style-type: none"> <li>Exit door openable from inside without the use of a key or special knowledge or effort. <b>Exception: Key-locking hardware may be used on the inside of the main door to business if a readily visible and durable sign is installed on or adjacent to the door stating "THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED"</b></li> <li>Clear path of egress to all exits. Panic hardware is required on exit doors in assemblies with greater than 49 occupants.</li> </ul>
	Exit Signage	<ul style="list-style-type: none"> <li>Operational illuminated exit signs above the door. If less than &lt;49 occupants only one (1) exit is required</li> <li>Operational emergency lighting providing not less than (1)footcandle at the walking surface.</li> <li>Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. Exit signs shall be illuminated at all times.</li> </ul>
	Maximum Occupant Load Signage	<ul style="list-style-type: none"> <li>Maximum occupant load sign posted for public assembly occupancies with &gt;49 occupants.</li> <li>Occupant load sign posted in a conspicuous place, near the main exit or exit access doorway from the room or space.</li> <li>Posted signs shall be of an approved legible <b>permanent</b> design.</li> </ul>
	Fire Extinguishers	<ul style="list-style-type: none"> <li>Current California State Fire Marshal service tags attached and serviced annually.</li> <li>Fire extinguishers shall be installed and maintained. Mounted securely on walls or in an approved cabinet with labels and along the normal path of egress travel, so extinguishers are available to occupants.</li> <li>One 2A-10BC for each 3,00 square ft. of floor area.</li> <li>Class K fire extinguisher where combustible cooking media is used (vegetable or animal oils and fats) (max. travel distance: 30 feet)</li> </ul>

<p>Hood and Duct System</p>	<ul style="list-style-type: none"> <li>• Automatic fire suppression system must be serviced semi-annually (every 6 months)</li> <li>• A current California State Fire Marshall service tag shall be attached to the system for proof of service.</li> <li>• Shall be inspected by a qualified individual at the intervals listed below: <ul style="list-style-type: none"> <li>- Every 3 months for high-volume cooking operations such as 24-hour cooking, charbroiling or wok cooking.</li> <li>- Every 12 months for low-volume cooking operations such as places of religious worship, seasonal businesses, and senior centers.</li> <li>- Every month for cooking operations utilizing solid fuel (wood) burning cooking appliances.</li> </ul> </li> <li>• Inspection and cleaning tags placed in a conspicuous location.</li> <li>• If during the inspection it is found that hoods, grease removal devices, fans, ducts or other appurtenances have an accumulation of grease, such components shall be cleaned by a qualified personnel.</li> </ul>
<p>Storage</p>	<ul style="list-style-type: none"> <li>• Prohibited in boiler rooms, mechanical rooms and electrical rooms.</li> <li>• Flammable/combustible liquids stored in fireproof cabinets with ventilation.</li> <li>• Keep storage 18" below sprinkler heads.</li> <li>• Keep storage 24" below the ceiling in buildings not sprinklered.</li> <li>• Prohibited in path of egress.</li> <li>• Secured from tipping over into the exit pathway.</li> </ul>
<p>Fire Alarm (If installed)</p>	<ul style="list-style-type: none"> <li>• Annual Fire Alarm maintenance and inspection required by qualified personnel.</li> <li>• Shall post annual inspection sticker and UL certificate at alarm panel.</li> <li>• Make sure system is not in trouble or has supervisory alarm.</li> </ul>
<p>Fire Sprinklers/Standpipe (if installed)</p>	<ul style="list-style-type: none"> <li>• 5-year sprinkler and standpipe maintenance and inspection required by a qualified personnel.</li> <li>• Current inspection tag shall be visible.</li> <li>• 18" clearance around and below sprinkler heads, inlet/outlets, and shut offs.</li> </ul>
<p>Electrical Systems</p>	<ul style="list-style-type: none"> <li>• Extension cords shall not be used as a substitute for permanent wiring.</li> <li>• No "daisy" chaining of cords. (plugging two or more extension cords together to extend the reach of power is prohibited)</li> <li>• 3-feet clearance around electrical panels.</li> </ul>
<p>Water Heater</p>	<ul style="list-style-type: none"> <li>• 3-feet clearance around gas water heaters</li> </ul>
<p>Misc.</p>	<ul style="list-style-type: none"> <li>• Existing ground floor pipe casing holes shall not be covered (if applicable).</li> <li>• Post current Annual Tax License Certificate and Operational Permits in a visible place for inspection.</li> <li>• Open flame candles must be previously approved by SFFD. Present approved candle form upon request during inspection.</li> </ul>

<p>Parking Lots/Garages</p>	<ul style="list-style-type: none"> <li>• Post operator name and phone number for unattended parking lots.</li> <li>• Ensure vehicle barrier(s) to protect public way and adjacent buildings are maintained.</li> <li>• Ensure entire parking lot is illuminated to minimum (1) footcandle at the pavement.</li> <li>• Maintain minimum 30-inch aisle for access to entire area of parking lot or garage.</li> <li>• Parking garage ventilation systems maintained.</li> <li>• Maintain vehicle exit and entrance width (minimum 15 feet).</li> <li>• A rated 2A-10BC fire extinguisher with a current California state service tag shall be visible and accessible within 50 feet of all locations.</li> <li>• Fire doors shall remain closed unless held open by a device connected to the fire alarm that releases the door upon activation.</li> </ul>
<p>Additional Information</p>	<p>Below is a partial list of activities that require an annual Operational permit from the Fire Department. Permits can be applied for at the Permit Center located at 49 South Van Ness Ave, 2<sup>nd</sup> Floor. Permit application(s) must be submitted and paid for before your inspection. Call the SFFD Permit Section at (628) 652-3260 if you have questions regarding permits for your business.</p> <ul style="list-style-type: none"> <li>• Aerosol Products</li> <li>• Compressed gases</li> <li>• Carbon dioxide for beverage dispensing</li> <li>• Cryogenics (Liquid Nitrogen)</li> <li>• Cutting and welding</li> <li>• Flammable and Combustible Liquids</li> <li>• Storage of gasoline</li> <li>• High Piled storage</li> <li>• Use of LP-gas (propane) for welding and roofing operations, for hot works, roofing, jewelers, metal shops using saws that cut and create sparks, forklifts, etc.</li> <li>• Use of propane for cooking i.e., propane/butane torches and gas BBQs.</li> <li>• Mobile Food Facilities – food trucks</li> <li>• Open flames for candles, wood/charcoal BBQs, and sterno.</li> <li>• Battery storage and use</li> </ul>

*Note: This is a general checklist. Your business might require additional items based on occupancy, type of building, or business.*

Permit Center  
 San Francisco Fire Department  
 Operational Permits  
 49 So. Van Ness Ave. Rm. 560  
 San Francisco, CA 94103  
 (628)652-3260

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