## SAN FRANCISCO FIRE DEPARTMENT
### BUREAU OF FIRE PREVENTION

### Small Business Checklist - Restaurant for 49 or Fewer Occupants

| Address | • Posted and visible from street.  
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<th>• Minimum of 4” numbers on contrasting background color.</th>
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| Egress | • Can require exit signage above the door, but technically don’t need if less than 50 occupants and only 1 exit is required.  
|         | • Exit door openable from inside without the use of a key or special knowledge or effort.  
|         | • “Unlocked During Business Hours” sign.  
|         | • Illuminated means of egress.  
|         | • Clear path of egress. |
| Fire Extinguishers | • Current State Fire Marshal Service Tag. Checked annually.  
|         | • One 2A-10BC for each 3,000 square ft of floor area.  
|         | • One 40 BC for each kitchen with commercial cooking equipment. (max. travel distance: 30 feet)  
|         | • Class K fire extinguisher where combustible cooking media is used (vegetable or animal oils and fats) (max. travel distance: 30 feet).  
|         | • Mount securely on wall or in an approved cabinet  
|         | • Extinguisher shall be mounted along normal path of egress travel, so extinguishers are available to occupants when evacuating. |
| Hood and Duct System | • Shall be inspected by a qualified individual at the intervals listed below:  
|         |   ◦ Every 3 months for high-volume cooking operations such as 24-hour cooking, charbroiling or wok cooking.  
|         |   ◦ Every 12 months for low-volume cooking operations such as places of religious worship, seasonal businesses, and senior centers.  
|         |   ◦ Every month for cooking operations utilizing solid fuel burning cooking appliances.  
|         |   ◦ Every 6 months for all other cooking operations.  
|         | • 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 qualified personnel.  
|         | • Place inspection and cleaning tags in a conspicuous location. |
| Storage | • Prohibited in boiler, mechanical and electrical rooms.  
|         | • Store combustible liquids in fireproof cabinets.  
|         | • Keep storage 18” below sprinkler heads.  
|         | • Non sprinklered – 24” below the ceiling  
|         | • Prohibited in path of egress. |
| Fire Alarm (if installed) | • Annually required Fire Alarm maintenance and Inspection. Inspection tag by qualified personnel.  
|         | • Make sure no warning lights are illuminated on the fire panel. |

**Note:** This is a general checklist. Your business might require additional items based on occupancy, type of building, or business.
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<th>Maximum Occupant Load Sign</th>
<th>• Posted in a conspicuous location.</th>
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| Fire Sprinklers/Standpipe (If installed) | • Required 5-year sprinkler and standpipe maintenance and inspection. Inspection tag by qualified personnel.  
• 18" clearance around and below each sprinkler head. |
| Electrical Systems: | • No overloading of any electrical socket  
• No “daisy” chaining (Plugging two or more extension cords together to extend the reach of power)  
• Extension cords shall not be used in lieu of permanent wiring.  
• 3 feet clearance around electrical panels. |
| Water Heater | • 3 feet clearance around gas water heaters. |
| Misc. | • Existing ground floor pipe casing holes shall not be covered.  
• Post Current Annual Business License and Operational Permits from Tax Collector in a visible place for inspector to see. |

**Additional Information**

Below is a partial list of activities that requires an annual Fire Department permit. Call the Fire Department Permit section at 628-652-3260 if you have questions regarding permits for your restaurant.  
• Aerosol Products  
• Compressed gases  
• Carbon dioxide for beverage dispensing  
• Cryogenics  
• Cutting and Welding  
• Hot work roofers, jewelers, metal shop using saws to cut and creating sparks  
• Flammable and Combustible Liquids  
• Storage of gasoline, diesel, car oil, Floor finishing  
• High Piled storage  
• LP-gas (propane)  
• Use of propane for cooking i.e., propane/butane torches  
• Use of propane for forklifts  
• Use of propane for welding and roofing operations  
• Mobile Food Preparation Vehicles – Food Trucks  
• Open Flames and Candles  
• Use of steros

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