

CITY OF LAREDO FIRE DEPARTMENT

FIRE INSPECTION GUIDLINES

Business Name _____ Address: _____

Owner of Business: _____ Occupancy Type: _____

Inspection Type: _____ Occupancy Load: _____

Fire Alarm YES/NO (A Y R) Insp. Date: _____ Sprinkler YES/NO (A Y R) Insp. Date: _____

The following items are required to be maintained as per 2012 International fire code & all NFPA codes (Ordinance #2012-O-183); some locations might have other items that are not listed below:

1. Fire Sprinkler System

- a. Inspection & Maintenance is required by a licensed company as per NFPA.
- b. All valves must be supervised or chained.
- c. Spare sprinkler heads & wrench must be kept in fire box.
- d. Water flow alarm device is required.
- e. The proper clearance from any item to a sprinkler head is 18" from sprinkler head level.
- f. System must not be obstructed.
- g. Sprinkler system must be supervised by a fire alarm at all times.
- h. Backflow is required to be insulated.
- i. Must correct all yellow tags as soon as possible and red tags within 72 hours.

2. Fire Department Connection (FDC)

- a. Must not be obstructed; a three foot clearance in all directions is required.
- b. Locking plugs must be installed for all new and existing FDC's.
- c. Check valve is required and must be inspected & maintained by a licensed company.
- d. White reflective 18"X12" metal sign is required with red 1"X6" FDC letters.
 1. When having a complex with multiple buildings, the building number/letter must be on sign.

3. Fire Alarm System

- a. Inspection & maintenance are required by a licensed company as per NFPA.
- b. Panel must be accessible to fire department personnel at all times.
- c. Must correct all yellow tags as soon as possible and red tags within 72 hours.

4. Automatic Extinguishing system

- a. System required for all grease vapor producing appliances.
- b. Semi-annual inspection & maintenance required by licensed company.
- c. Hood system, duct & appliances must be cleaned on a regular basis depending on use.
- d. Must correct all yellow tags as soon as possible and red tags within 72 hours.

5. Portable Fire Extinguisher

- a. Required number, depending on square feet and lay out of business.
- b. Annual inspection & maintenance required by licensed company.
- c. Must be un-obstructed & mounting of extinguisher is required at all times.
- d. K-extinguisher is required for all kitchens with deep fryers or similar appliances.

6. EXITS

- a. Must not be blocked, obstructed or locked when business is occupied or a citation will be issued.
- b. Door must open in the direction of travel.
- c. Panic hardware is required on all emergency exit doors.
- d. Must repair all non-working doors.
- e. Fire evacuation plans are required.

7. EXIT Access

- a. Must not be blocked or obstructed when business is occupied or a citation will be issued.
- b. Forged iron bars are prohibited.

- 8. EXIT enclosures (Stairs & etc.)**
 - a. Must not be used as storage.
 - b. Must be kept clean and clear at all times.
- 9. EXIT Signs**
 - a. Must be operable.
 - b. Must be properly located where required.
- 10. EMERGENCY Lighting**
 - a. Must be operable.
 - b. Have adequate coverage where required.
- 11. Flammable solids, gas and liquids**
 - a. Must be properly stored.
 - b. Pressurized cylinders must be properly anchored.
 - c. Gas lines must be checked by a licensed plumber.
- 12. Fire Barriers**
 - a. Must not have holes / cracks.
 - b. Must not missing or damaged tiles.
- 13. Fire Lanes**
 - a. If required, Must be kept maintained and not obstructed.
 - b. "NO PARKING FIRE LANES"
 - 1. RED 6" line behind parking lines.
 - 2. Entire curb red where there is a curb.
 - 3. White 4" wording every 15"
- 14. Electrical**
 - a. Electrical wiring/appliances not to code must be checked by a licensed electrician.
 - b. GFCI's required within 6 feet of any water source and on all outside outlets.
 - c. Breaker box is required to be accessible (3' clearance all around).
 - d. Breaker box is required to be labeled.
 - e. Missing slots in breaker box required to be covered with blank cover.
 - f. All electrical wiring is required to be in conduit.
 - g. Unapproved multi-plugs adapters must be removed.
 - h. Extension cords are prohibited from being used as permanent wiring.
 - i. Open junction boxes, outlets & switches require a safety cover.
- 15. Fire Hydrants**
 - a. Must not be Obstructed (3' clearance all around).
- 16. General**
 - a. Smoke detectors required & must be maintained.
 - b. Housekeeping
 - 1. Accumulation of empty boxes, trash, rubbish, paper & etc. inside & outside building.
 - 2. Merchandise crowding aisles.
 - c. Occupancy load must be displayed at all times on all assemblies and new businesses.
 - d. Candles are prohibited from being lit.
 - e. Unapproved artificial vegetation is prohibited.
 - f. Unapproved curtains & decoration materials are prohibited.
 - g. The proper clearance from any item to the ceiling is 18".
 - h. Address is required to be 4" minimum or larger and must be visible from street.
 - 1. Suite numbers/letters must be posted on all front and back doors to business.
- 17. Permits**
 - a. Fire inspection fees. (See fee schedule)
 - b. Fire re-inspection fees. (\$100.00 per visit)
 - c. Occupancy without approval. (Citation)
 - d. Operating without a permit (fee Plus 150% of fee & Citation)

Failure to comply with violations and/or pay inspection fee before the noted re-inspection date may result in a second re-inspection fee and/or a citation and/or ceasing of business operations. All fees shall be paid at the City of Laredo Building Department at 1120 San Bernardo Ave. Phone # (956) 794-1633.