

**Portsmouth Fire  
Marshal's Office**

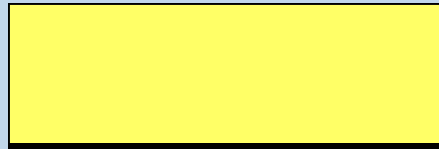
645 Broad St.  
Portsmouth, VA 23707  
Phone: 757-393-8689

***Attention!***

**Per Portsmouth City Code Section #13, there is a **Fire Inspection Fee of \$10.00** for each inspection. A statement will be given at the completion of the inspection to the occupant present.**

***Attention!***

**Fire Inspection must be scheduled with the Fire Marshal's office by the date listed below:**



Inspection Date

**Failure to have your Fire Inspection completed by the above date can result in your business license being suspended with the City of Portsmouth.**

**Portsmouth Fire  
Marshal's Office**

**BUSINESS  
FIRE INSPECTION  
CHECK LIST**

*What you need to know before your  
Business Fire Inspection is performed.*



# What you will need to have ready for your inspection

## Address

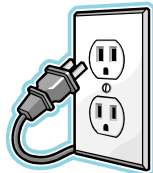
- Have address posted on outside of business
- Tenant identification of business on rear door of strip shops

## Construction Features

- Ceiling tiles in place
- Holes in walls/fire resistive construction

## Electrical Equipment

- No extension cords being used as permanent wiring
- No multiplug adapters being used (power strips are acceptable)
- Electrical panel boxes, receptacles, light switches have proper covers on and/or closed
- No storage blocking electrical panel box (36" clearance)



## Exits & Fire Escapes

- Emergency lighting is operable
- Exit signs illuminated
- No padlocks on exit doors while occupied
- All exit aisles clear from obstructions



## Fire Alarm Systems/Equipment

- All pull stations not obstructed from view
- Fire alarm system testing current and operable



## Fire Extinguishers and Extinguishing systems

- Extinguisher mounted on wall
- Extinguisher has annual test by outside company or extinguisher is new
- Extinguisher not obstructed from view
- Maximum travel distance to a fire extinguisher is 75 feet.



## Fire Lanes

- Fire lanes properly marked and maintained
- Fire lanes not obstructed

## Housekeeping

- Laundry room free of lint
- Combustibles not stored in equipment room
- Combustibles not stored next to heating source (i.e. water heater)
- Housekeeping inside and outside of building is orderly
- No storage in exits
- No storage within 18" of sprinkler heads



## Restaurants/Assembly

- Occupancy Load posted in the building

## Sprinkler and Standpipe systems

- Fire department caps/adapters are in place
- Fire department connections/standpipe are not blocked
- Sprinkler heads are not painted
- Periodic testing of system is current
- Extra sprinkler head equipment in sprinkler cabinet

## Storage and Handling of Flammable liquids/gas

- Compressed gas cylinders must be secured

## Kitchens

- Have required K extinguisher for deep fryers
- Hood system is free of grease and clean
- Hood system has current 6 month inspection



\* This is not an all inclusive list.

