



Business Self-Inspection Guide

The following guide was created by the Oceanside Fire Department Community Risk Reduction Division to assist in creating a safe business environment for customers, employees, and the business community. It is not intended to be 100% encompassing of what is required by Fire and Building Codes. Your business license inspection fee is included with the application fee. Call **760-435-4101** 10 days after submitting your application to schedule the inspection.

READY FOR INSPECTION

- The business has moved into the location and is fully furnished, including office equipment, furniture, stock merchandise, etc.
- All tenant improvements have had final inspections.

EXTERIOR OF FACILITY

- Building address is posted and visible from the street (12-inch minimum for buildings, 4 inch minimum for units or suite numbers).
- A Knox Box is installed for all buildings that have a fire sprinkler or fire alarm system. Knox boxes shall be installed between 5-6 above grade. Knox boxes shall be 3200 series.
- Keys shall be made available at time of inspection. Common keys required to be placed in Knox Box: Main fire alarm room and fire sprinkler riser room, main electrical room, master key. Keys shall be labeled.
- Gates across fire department access roads and pedestrian gates must have a Knox electric key switch, lock, or box for Fire Department access.
- If a dumpster is present, it is at least five feet away from combustible construction or has a sprinkler head above it.

FIRE PROTECTION SYSTEMS

Fire Extinguishers:

- A minimum of a 2A-10B:C class fire extinguisher is available and serviced within the last year or have a receipt for a new purchase. Fire extinguishers shall be installed 3-5 from the floor with a travel distance not exceeding 75 feet.

Fire Sprinkler System:

- A current, compliant [Annual](#) and [Five Year Sprinkler Inspection Report](#) must be properly uploaded to the Fire Department database: [The Compliance Engine](#).
- A sprinkler system spare head box with spare fire sprinklers and the appropriate wrench is installed.
- The Fire Department Connection can easily swivel and caps are installed on the inlets.
- Fire protection equipment has direct access and at least a three-foot clearance around it (vegetation, obstructions, etc.).

Fire Alarm System:

- A current, passing [Annual Alarm Inspection Report](#) must be properly uploaded to the Fire Department database: [The Compliance Engine](#).

Kitchen Hood Suppression System:

- A current, passing [Semi-Annual Hood Inspection report](#) must be properly uploaded to the Fire Department database: [The Compliance Engine](#).
- A Class "K" fire extinguisher is required within 30 feet of deep-fat fryer cooking appliances.
- Hoods, grease removal devices, fans and ducts shall be cleaned at 6-month intervals.

ELECTRICAL

- Electrical and mechanical rooms are marked with a visible and legible sign.
- Open junction boxes and open wiring splices are prohibited.
- Extension cords shall not be a substitute for permanent wiring. Extension cords cannot be affixed to structures, extended through walls, ceiling or floors.
- Blanks are installed for missing circuit breakers. All circuit breakers shall be labeled.
- Working space of 30 inches in width, 36 inches in depth and 78 inches in height shall be provided around all electrical service equipment including circuit breaker panels.



EXITING

- Exit doors and aisles are clear and unobstructed.
- If required, exit signs are illuminated and maintained. Rear and side exit doors usually require an illuminated exit sign.
- Emergency exit lighting is functional and the back-up battery is in working order (push button to test it).
- No extra locking devices or chains are on required exits. Exits must be able to open from the inside without a key or special knowledge. Door knobs are not allowed, lever style hardware can be utilized if the lever automatically unlocks the door.
- The main front door or doors may have a key lock. If so, a sign stating: "This Door To Remain Unlocked When the Space Is Occupied" must be posted above the main entrance door or doors.

FIRE SAFETY AND HOUSEKEEPING

- High Piled Storage (12 ft or greater) requires a Fire and Building Department Permit. Provide permit number at time of inspection.
- Storage is in a neat and orderly manner.
- Storage is at least 18" below sprinkler heads, or 24" below the ceiling, if not sprinklered.
- Walls & ceilings have no holes in them; if so, they must be patched with an equivalent rated material. Missing ceiling panels must be replaced.
- The gas meter is labeled with the corresponding unit number or address for the individual business or multi-family residence.

GENERAL, IF APPLICABLE

- Multi-family Residential: Smoke alarms are required on every level, outside separate sleeping areas, and in all sleeping areas. Carbon monoxide alarms are required on all levels and outside sleeping rooms.
- Fire lanes are maintained and painted red with approved 4" white lettering stating: NO PARKING FIRE LANE. Loading zones are not allowed in fire lanes.
- Required hydrants have a blue-reflective marker placed in the middle of the fire department access (street or road).
- Oily rags are stored in a listed self-closing metal container and cleaned out daily.
- Storage of compressed gases are not located near exits, exit paths, and stairwells. Compressed gas cylinders must always be secured. Full or empty containers shall be separated and a sign above the containers indicating empty and full.
- Storage of flammable/combustible liquids are not located near exits, exit paths, and stairwells. Flammable and combustible liquids shall be stored in approved manner and approved by the Fire Department.
- Safety Data Sheets (SDS) are available and accessible for employees and emergency personnel to review.

OPERATIONAL PERMIT

- Go to the Oceanside Fire Department website to review the list of operational permits to determine if your business requires one: <https://fire.ci.oceanside.ca.us/home/showpublisheddocument/12039/638149093047930000>