

Business/Commercial



Office of the Fire Marshal

310 Norwich-New London Turnpike
Montville, CT 06382
C/n: (860) 848 - 6781

MEANS OF EGRESS

- ☐ Exits are free of all obstructions or barriers (including snow and ice).
- ☐ No storage in exit access corridors or exit enclosures.
- ☐ Exits are continuously illuminated.
- ☐ Doors into exit access corridors/exit enclosures are self-closing and self-latching
- ☐ Doors into exit access corridors/exit enclosures meet required fire ratings.

SMOKE ALARMS

- ☐ Smoke alarms are less than 10 years old.
- ☐ Smoke alarms meet building code requirements for AC/DC power and interconnectivity.

EMERGENCY LIGHTING SIGNS

- ☐ All emergency lights working properly.
- ☐ All exit signs properly illuminated.
- ☐ Record of monthly and annual tests.

The following checklist is designed to serve as a guide for business owners, managers, and property maintenance personnel responsible for preparing for an inspection and ensuring code compliance. This is only a guide, and some requirements apply only to specific occupancy types. There are also additional requirements beyond the scope of this guide.

Code references include: the Connecticut State Fire Safety Code (CSFSC), the Connecticut State Fire Prevention Code (CSFSC), Connecticut General Statutes (CGS) Chapter 541, the Connecticut Flammable and Combustible Liquids Code, the Connecticut Gas Equipment and Piping Code, and various National Fire Protection Association codes (NFPA 10, 13, 25, 30, 54, 70 and 72).

FIRE ALARM SYSTEM

- ☐ System is ON and working appropriately.
- ☐ System is monitored (where required).
- ☐ System is tested annually.
- ☐ Copy of most recent test report.

FIRE SPRINKLER SYSTEM

- ☐ Sprinkler room/riser system is accessible.
- ☐ System is operational.
- ☐ System is inspected quarterly.
- ☐ System is tested annually.
- ☐ Copy of most recent test report.
- ☐ No storage within 18" of sprinkler heads.
- ☐ No paint/grease/debris on sprinkler heads.
- ☐ Escutcheon plates are in place.
- ☐ Fire department connection is accessible.

ELECTRICAL

- ☐ Main electrical panel is accessible.
- ☐ Main electrical panel is properly labeled.
- ☐ No missing breakers in electrical panel.
- ☐ No storage within 30" of electrical panel.
- ☐ No exposed wires / open electrical boxes.
- ☐ No extension cords used for permanent wiring.

- ☐ No extension cords extending through walls, ceilings, floors, or under doors or floor coverings.
- ☐ Extension cords and multi-plug adapters are rated for their use (not overloaded).
- ☐ No "piggy backing" of extension cords or multi-plug adapters.

MISCELLANEOUS

- ☐ Acceptable, fire rated wall and ceiling coverings.
- ☐ Escape plans posted where required.
- ☐ Occupant load posted (all assembly occupancies).

HAZARDOUS MATERIALS

- ☐ No propane cylinders stored indoors.
- ☐ Compressed gas cylinders secured.
- ☐ Flammable liquids stored properly/securely
- ☐ No storage within 36" of oil and gas-fired heating units.

Continued on the reverse side.

COMMERCIAL KITCHENS

- ☐ Class “K” extinguisher present.
- ☐ No excessive buildup of grease in hood(s) and exhaust duct(s).
- ☐ Hood(s) and exhaust duct(s) are regularly cleaned to bare metal (frequency determined by amount grease laden vapors).
- ☐ Copy of most recent cleaning report.
- ☐ No damaged grease filters.
- ☐ No gaps between grease filters.
- ☐ Fire suppression nozzle caps in place.
- ☐ Fire suppression pull station accessible.
- ☐ Fire suppression system is tested annually.
- ☐ Copy of most recent test report.

FIRE EXTINGUISHERS

- ☐ Serviced annually.
- ☐ Properly mounted.
- ☐ Accessible.

FREQUENTLY ASKED QUESTIONS

Q: I received a letter requesting an inspection, why am I being singled out?

A: You are not. CT State Statute requires that buildings containing three (3) or more dwelling units, assembly occupancies, businesses, mercantile, healthcare and educational facilities have ANNUAL inspections by the Fire Marshal’s Office.

Q: My building is old, is it grandfathered?

A: No. All buildings, whether they are new or existing, are subject to the State Fire Safety Code. There are certain exceptions if the building was built prior to Jan 1st 2006.

Q: What happens if I don’t complete the required repair to my Building?

A: It is expected that the repairs will be made. Serious life safety issues must be corrected immediately. Other issues will be given a generous period of time to complete repairs, however, failure to comply with the CT Fire Safety Code can result in criminal proceedings. With mutual respect and cooperation this can be avoided.

Q: I need more time to complete repairs, what can I do?

A: An extension of time can be granted by the Local Fire Marshal. A form must be filled out explaining the reasons for the request.

Q: Who is responsible for the maintenance of the Smoke Detector(s) or sire alarm system in my building?

A: The owner of the building, unless a legal document (Lease) states otherwise.

Q: Are Building Permits required for repairs?

A: Most of the time building permits are required but check with the Building Department to determine if a permit is required for your repair.