



FIRE SAFETY INSPECTION FEES AND CHECKLIST

Fire Inspection Fees

The fee for your fire and life safety inspection is based upon a fee schedule that takes in consideration the square footage of your occupancy. This fee applies only to the initial inspection. You will not be assessed an additional fee for re-inspections. The Fee Schedule is as follows:

1. Building less than 6,000 square feet	\$60.00	5. Domiciliary Care Home	\$40.00
2. Buildings 6,001 to 25,000 square feet	\$120.00	6. Room Boarding House	\$25.00
3. Buildings 25,001 to 75,000 square feet	\$180.00	7. Room Boarding License	\$50.00
4. Buildings greater than 75,000 square feet	\$480.00		

Fire Inspection Checklist

The Altoona Fire Department's Fire Safety Inspection program works with businesses through inspections, enforcement, and fire prevention education to reduce the risk of fire related incidents. The City of Altoona has adopted the 2018 International Fire Code as its Fire Prevention Code and utilizes this Code in all fire safety inspections. The following inspection checklist is a general guideline we use during inspections. Please keep in mind this checklist may not address every situation or violation that could arise.

Access and Premises

- Address numbers are posted and visible from the street.
- Fire lanes and access roads are maintained clear to provide fire department vehicle access.
- Premises is clear of combustible materials and vegetation that could create a fire hazard.
- Fire Department Connections and Fire Hydrants are clear from obstructions and easily accessible.
- Does the building have a Knox Box if required?

Means of Egress (Exiting)

- Means of egresses are free from obstructions that would prevent its use, including the accumulation of snow and ice.
- Exit doors open easily from the inside.
- Exit hardware is in operable condition.
- Doors with self-closing hinges are maintained in the closed position.
- Exit ways and doors are easily recognized and distinguishable from adjacent construction and finishes.
- Minimum clear width of aisles is maintained.

Emergency Lighting/Egress Illumination

- If emergency lighting is provided, is it maintained in operable condition?
- Means of egress is illuminated when the building is occupied.

Exit Signs

- Exit signs are internally or externally illuminated.
- Exit sign battery-backup power must work properly
- Exit signs are readily visible from any direction of egress travel.

Electrical Hazards

- Electrical outlets, switches, and junction boxes are properly covered with cover plates.
- Working space of 30 inches in width, 36 inches in depth, and 78 inches in height is provided in front of electrical service equipment.
- Electrical rooms are labeled.
- Multiplug adapters and unfused plug strips comply with NFPA 70.
- Power Strips have over current protection and are listed in accordance with UL 1363. Power strips are plugged directly into an outlet and are not connected in series.
- Extension Cords are not a substitute for permanent wiring. Extension cords are plugged directly into an outlet and are maintained in good condition.
- Portable space heaters are listed and labeled, plugged directly into an outlet, not used with an extension cord, and not operated within 3 feet of combustible materials.

Fire Extinguishers

- Fire extinguishers are easily accessible, unobstructed from view, and located not further than 75 feet in travel distance.
- Fire extinguishers are securely mounted on a bracket with the top of the extinguisher not more than 5 feet above the floor.
- Fire extinguishers are serviced on a yearly basis by a licensed City of Altoona Fire Extinguisher Servicing Company and have a current inspection tag. (List of licensed companies available on City of Altoona website.)
- Class K extinguisher provided for the protection of cooking grease fires.

Fire Sprinkler Systems

- Maintained in an operative condition at all times and shall be repaired or replaced where defective.
- If equipped with a fire sprinkler system, the required annual service has been performed in the last year by a qualified individual.
- Storage is maintained a minimum of 18" below sprinkler head deflectors in fire sprinkled areas.
- Rooms containing fire sprinkler equipment are properly labeled.
- Access to fire equipment is unimpeded and available at all times.

Fire Alarm Systems

- Maintained in an operative condition at all times and shall be repaired or replaced where defective.
- Fire alarm system is inspected, tested, and maintained on yearly basis and records of this are kept.
- Required Fire Alarm system is monitored by an approved supervising station in accordance with NFPA 72.
- Rooms containing fire alarm control panels are properly labeled.

Commercial Kitchen Hood Systems and Extinguishing Systems

- Hood Suppression System is serviced every six months by a licensed City of Altoona Fire Extinguishment Servicing Company. (List of licensed companies is available on the City of Altoona website.)
- Hoods, grease removal devices, fans, ducts and other appurtenances are cleaned and inspected at required intervals by a qualified individual.

Storage

- Boiler, Electrical, and Mechanical rooms are free from storage.
- Storage is not placed within 24” of the ceiling.
- Storage of combustible materials is separated from heaters or heating devices.
- Storage of materials in buildings is orderly and stacks are stable.
- Combustible materials are not stored in exits or enclosures for stairways and ramps.