



304 North Front Street
Elkin, North Carolina 28621
336-794-6481

TO: Property Owners and Occupants

SUBJECT: Periodic Fire Inspections

Property owners and occupants:

The North Carolina State Fire Prevention Code requires that periodic fire code compliance inspections occur in nearly all buildings other than one- or two-family dwellings. While in the unincorporated parts of Surry County these inspections are conducted by the Surry County Fire Marshal's Office, inside the Elkin town limits these duties fall to the inspectors of the Elkin Fire Department. Depending on the type of occupancy involved, these inspections may be required every three years, every two years, every year, or twice per year.

The reverse side of this letter provides an example of the items our inspectors will be checking as part of these inspections. Similar information is also available on our website, www.elkinfire.com. More in-depth information is available in the online version of the state's fire code, available at <http://codes.iccsafe.org/North%20Carolina.html>. We encourage you to conduct your own assessment of the facilities you own or occupy, so you may ensure you are in compliance with the fire code long before we carry out our inspection. The fire code is intended to keep everyone safe from danger, and so we will be diligent in determining whether your facilities are indeed in compliance with the code's applicable provisions.

When a fire inspection is completed, the occupant will be provided with a copy of the inspection report (preferably by email). The town charges fees for these inspections, and fines will also be assessed for any violations that are not immediately corrected. These fees and fines will be assessed to the property owner. We encourage the occupants and owners to share information with one another and to work together towards establishing safer facilities and a safer community. If violations are found during an inspection, a re-inspection will be conducted at least thirty days after the previous inspection.

Should you have questions or comments regarding the periodic fire inspection program, please contact us at the Elkin Fire Department's fire station at 304 North Front Street. Thank you.

Michael C. (Mike) Morton
Fire Chief

FIRE CODE COMPLIANCE SELF-ASSESSMENT CHECKLIST

Please note the following compilation is merely a general overview and does not include every applicable provision of the state fire code. Items in **BOLD** text are those that are frequently cited for non-compliance.

Required construction or operational permits are on hand [NCSFPC 105]

Warning systems and fire extinguishing systems/devices must be kept operable and accessible [NCSFPC 107.4]

Occupancies must not be overcrowded [NCSFPC 107.6]

Combustible waste cannot accumulate, and cannot be a nuisance or hazard [NCSFPC 304]

Vegetation clearance must be maintained [NCSFPC 304.1]

Combustible waste must be stored in acceptable containers [NCSFPC 304.3]

Clearances around potential ignition sources must be maintained [NCSFPC 305]

Open burning must be by permit only, and must be conducted according to requirements [NCSFPC 307]

Open flames must be used in a compliant fashion [NCSFPC 308]

Battery charging and refueling stations for industrial trucks and equipment must be compliant [NCSFPC 309]

"No smoking" signage is installed as ordered by fire code officials [NCSFPC 310]

Suitable noncombustible ashtrays are installed where smoking is allowed [NCSFPC 310.6]

Vacant premises are secured, with:

- Fire protection and fire separation maintained [NCSFPC 311.2]
- Combustibles and hazardous materials removed [NCSFPC 311.3 and 311.4]
- Placarding in place if required [NCSFPC 311.5]

Fueled equipment must not be stored, operated, or repaired within a building with certain exceptions [NCSFPC 313.1]

Indoor displays shall not obstruct egress and shall meet compliance requirements [NCSFPC 314]

Combustible storage must:

- **Be kept in an orderly fashion [NCSFPC 315.2]**
- **Not be within 18 inches of the ceiling in sprinklered buildings [NCSFPC 315.2]**
- **Not be within 2 feet of the ceiling in non-sprinklered buildings [NCSFPC 315.2]**
- **Not be present in exits, exit enclosures, boiler rooms, mechanical rooms, or electrical rooms [NCSFPC 315.2]**
- **Only occur in attic, underfloor, or concealed spaces if 1 hour fire protection ratings are maintained [NCSFPC 315.2]**
- **Not be within ten feet of a property line [NCSFPC 315.3]**

Trapdoors and scuttle covers should be closed [NCSFPC 316.1]

Vertical shafts must be marked in accordance with requirements [NCSFPC 316.2]

Security devices cannot obscure egress [NCSFPC 316.4]

Fire safety evacuation plans must be present, complete, maintained, and available [NCSFPC 404]

Emergency evacuation drills must be conducted and documented as required [NCSFPC 405]

Employees must be trained annually and at orientation on fire and emergency procedures [NCSFPC 406.2]

Employee training must include fire prevention, evacuation, lockdown, and fire safety [NCSFPC 406.3]

MSDS or equivalent materials must be readily available or retrievable [NCSFPC 407.2]

Hazardous materials must be marked, labeled, and placarded [NCSFPC 407.3]

Tier II reporting must be up to date [NCSFPC 407.5]

Fire apparatus roads are:

- Within 150 feet of any structure [NCSFPC 503.1]
- At least 20 feet wide with 13'6" height clearance [NCSFPC 503.2]
- Equipped with turnarounds if 150 feet long or longer [NCSFPC 503.2]
- Provided with fire lane markings as required [NCSFPC 503.3]
- Unobstructed [NCSFPC 503.4]
- Equipped with emergency access if protected by security gates [NCSFPC 503.6]

Any blocked doors must be marked [NCSFPC 504.2]

Roof access stairs are required for four stories or more [NCSFPC 504.3]

Address identification must be visible from street or road fronting the property [NCSFPC 505.1]

Extra address signage required if the building is not viewable from the public way [NCSFPC 505.1]

Address numbers must be at least four inches high with at least 0.5 inch stroke widths [NCSFPC 505.1]

Key boxes must be installed, maintained, and equipped as required by officials [NCSFPC 506]

Adequate private water supplies for fire protection must be maintained, tested, and kept to required capacities [NCSFPC 507]

Hydrants cannot be obstructed and must have a three foot clearance all around [NCSFPC 507.5]

Fire command centers must be properly equipped and operational [NCSFPC 508]

HVAC, sprinkler, fire alarm, fire suppression, and fire control system rooms must be clearly identified [NCSFPC 509]

HVAC, sprinkler, fire alarm, fire suppression, and fire control equipment must be accessible [NCSFPC 509]

Use of fuel fired appliances must be compliant [NCSFPC 603]

Emergency power systems must be installed where required, maintained, and inspected [NCSFPC 604]

All electrical hazards must be abated [NCSFPC 605.1]

Electrical service equipment areas, motor control centers, and panel boards must be illuminated [NCSFPC 605.2]

Clearance of 30 inches wide, 36 inches deep, and 78 inches high must be maintained around electrical service equipment [NCSFPC 605.3]

Only authorized multi-plug adapters may be used, and only when used in a safe manner [NCSFPC 605.4]

Extension cords cannot be used as permanent wiring and may only be used as authorized [NCSFPC 605.5]

No open wiring splices or open junction boxes are permitted [NCSFPC 605.6]

Portable electric space heaters are only used where allowed and when used safely [NCSFPC 605.10]

Elevators must be installed and signed appropriately, with door keys and service keys immediately available [NCSFPC 607]

Commercial kitchen hoods must be installed where required [NCSFPC 609.2]

Type I hood systems must be installed where commercial cooking produces grease vapors [NCSFPC 609.2]

Food systems must:

- Have filters in place [NCSFPC 609.3]
- Have their components inspected as required [NCSFPC 609.3]
- Have clean components [NCSFPC 609.3]
- Have three years of inspection and cleaning records available [NCSFPC 609.3]
- Have their extinguishing systems serviced every six months [NCSFPC 904.11]
- Have their extinguishing system's fusible links and sprinkler heads replaced annually [NCSFPC 904.11]

Fire and smoke barrier doors must be unobstructed, operable, installed correctly, and functioning correctly [NCSFPC 703.2]

Protective walls and partitions must be permanently marked as such [NCSFPC 703.5]

Interior finish and trim must limit flame spread and smoke development [NCSFPC 803-804]

Upholstered furniture and mattresses must be used in compliant methods [NCSFPC 805]

Decorative vegetation and materials must be used in compliant methods [NCSFPC 806-807]

Fire suppression systems must be:

- Installed as required [NCSFPC 903]
- Maintained and tested as required [NCSFPC 901.6; specific system types are discussed in separate sections]

Sprinkler systems must be:

- Monitored as required [NCSFPC 903.4]
- Equipped with functioning water flow alarms [NCSFPC 903.4]

Manual and automatic activation measures for hood extinguishing systems must be provided and kept operable [NCSFPC 904.3]

Portable extinguishers must be installed within 30 feet of commercial kitchen equipment [NCSFPC 904.11]

Class K extinguishers must be installed within 30 feet of commercial kitchen equipment if solid fuels, vegetable or animal fats or oils are in use [NCSFPC 904.11]

Standpipe systems must be:

- Equipped with unblocked, unobscured cabinets identified with required signage [NCSFPC 905.7]
- Equipped with water supply valves that are in an open position and supervised [NCSFPC 905.9]

Portable fire extinguishers must be:

- **Installed as required and installed correctly [NCSFPC 906]**
- **Inspected every thirty days; tested and maintained annually [NCSFPC 906]**
- **Unobstructed, unobscured, properly mounted [NCSFPC 906]**
- **Distributed and sized appropriately [NCSFPC 906.3]**

Alarm systems must be:

- Installed where required [NCSFPC 907.2]
- Installed in accordance with NFPA 70 and NFPA 72 [NCSFPC 907.7]
- Equipped with zones meeting size and distance requirements [NCSFPC 907.7]
- Have their devices and appliances accessible for inspection, maintenance, and testing [NCSFPC 907.7]
- Maintained and tested in accordance with NFPA 72, with records kept [NCSFPC 907.9]

Fire department connections must be:

- **Accessible without obstructing access for other apparatus [NCSFPC 912.2]**
- **Visible from the street or indicated by an arrowed sign [NCSFPC 912.2]**
- **Marked by signage with letters at least 6 inches high [NCSFPC 912.2]**
- **Unobstructed, with clearance 36 inches wide, 36 inches deep, and 78 inches high [NCSFPC 912.3]**
- **Designated by signage directly at each FDC with raised letters at least one inch high [NCSFPC 912.4]**
- **Equipped with backflow prevention devices [NCSFPC 912.5]**
- **Inspected, tested, and maintained as per NFPA 25 [NCSFPC 912.6]**

Fire pumps must be:

- Installed as per NFPA 20, and protected against interruption [NCSFPC 913]
- Placed in pump rooms that must be kept above 40 degrees [NCSFPC 913.3]
- Equipped with supervised valves [NCSFPC 913.4]
- Maintained and tested as required [NCSFPC 913.5]

Occupancy load certificates must be posted in assembly areas [NCSFPC 1004.3]

Exit signs must be in place and illuminated with emergency power backup [NCSFPC 1011]

Means of egress must be continuously maintained free of obstructions or impediments [NCSFPC 1030.2 and 1030.3]

Non-exit doors that could be confused with an exit must be signed [NCSFPC 1030.5]

Furnishings and decorations cannot impede egress [NCSFPC 1030.6]

Emergency escape openings must be maintained and must be operable without a key or tool [NCSFPC 1030.7]

Hazardous materials must be stored, used, moved, or processed in accordance with all applicable provisions [NCSFPC 2701-4405]