

Minimum Requirements for a Successful Public Assembly Inspection

**The items listed must be addressed prior to receiving a Public Assembly Inspection. While not meant to be all encompassing, compliance with these items is mandatory and increases the likelihood of a successful Public Assembly Inspection.*

Exterior:

Site coincides with submitted paperwork.
Area free of debris.
Sufficient parking with appropriate labeling.
Site lighting appropriate.
Emergency lighting above exterior doors is in working order (*may not be motion activated*).
No illegal outside storage.
Exterior signage conforms to code (*proper permits were obtained*).
Building exits properly protected (*posts, guards, etc.*).

Interior Signage-Exit, Directional Signs & Emergency Lighting

Occupancy poster conspicuously displayed.
Exit sign(s) displayed properly and working properly.
Emergency lighting provided and working properly (*where applicable*).
Proper signage for accessory areas (*bathrooms, sprinkler room, etc.*).

Egress

No storage/ obstructions in passages leading to exit.
Aisles to exit(s) not less than 3 feet in width.
Exit doors free of locking device(s) requiring key, slide bolt, etc.
Exit doors may be readily opened.
Panic hardware on exit doors working properly (*where applicable*).
Exit doors open in direction of egress.
Two means of egress (*required for occupancies of 50 people or more*).
Exit provided does *not* lead through kitchen, boiler room or bathroom.

Boiler Room

Vented to exterior.
Fire rated ceiling above boiler if not enclosed.
If boiler is enclosed:
Room clear of storage (*storage not permitted in boiler room*).
Fire extinguisher mounted outside entrance to boiler/mechanical room.
Two hour fire rating for boiler room (*no opening from boiler room shall be unprotected*).
Emergency shut off located immediately outside boiler room entrance.
If boiler is not enclosed:
No storage within 3 feet of boiler.
Fire extinguisher mounted within 25 feet.

Bathrooms

Hot and cold water must be provided (*sink pipes must be protected in handicapped bathrooms*).
Fixtures (*sinks, toilets, etc.*) must be in proper working order.
Signs designating permitted gender.
Self closing doors.
An operable window or ventilation fan in bathroom(s).
Non-absorbent floor finish.
Smoke detector (*when applicable*).
Emergency lighting (*when applicable*).

Kitchen

Range hood more than 7 feet above floor.
Exhaust fan from hood vented to outside.
Fire retardant and non-absorbent floor.
Red safety caps on fire suppression system.
Vapor proof lights wired in conduit with covers and guards.
(1) Type K extinguisher mounted in kitchen area (*water type alone not sufficient*).

Stairs

Sufficient illumination of stairs.
Sturdy/ safe handrails, treads and risers.
Self closing fire rated doors open in direction of egress to protected stairway.

Storage

Two hour fire rated room for combustible storage (*linens, paper, etc.*).
Labeled fire rated locker, with lock and key, for hazardous combustibles (*paints, solvents, etc.*).
No Smoking signs in storage areas.
No Smoking signs on lower levels.

Electrical

Provide Electrical Underwriters Certificate for new or altered electrical work.

Permits

Building permit(s) required for alterations.
Plumbing permit(s) required for alterations.
Carbon monoxide alarms shall be installed within each dwelling on any story having a sleeping area.
Carbon monoxide alarms shall be installed on any story where a carbon monoxide source is located (*ex. fuel fired appliances, solid fuel burning appliances [oil burners, gas burners etc.], fireplaces or attached garages*).