



## INSPECTION CHECKLIST

### Mercantile Occupancies

Y = Meets Requirements; N= Does Not Meet Requirements



Y N

#### EXTERIOR:

- ☐ ☐ Fire Lanes marked/unobstructed (IFC 503.3, 503.4)
- ☐ ☐ Address visible (IFC 505.1)
- ☐ ☐ Fire hydrants/water supply accessible (IFC 507)
- ☐ ☐ Combustible accumulations/storage acceptable (IFC 304.2, IFC 315.4)
- ☐ ☐ F.D. key box present/maintained (IFC 506)
- ☐ ☐ F.D. connections visible/maintained (IFC 912)
- ☐ ☐ Gas meter/piping protected against impact (IFC 312, 603.9)
- ☐ ☐ Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (IFC 304.3.3)

#### EXIT FEATURES/MEANS OF EGRESS:

- ☐ ☐ Adequate number of exits (IFC 1006 & 1104.)
- ☐ ☐ Exits, aisles, & corridors free of obstructions (IFC 1031.3)
- ☐ ☐ Exit doors open from inside (IFC 1010.1.9)
- ☐ ☐ Exit signs present (IFC 1011, 1104.3)
- ☐ ☐ Emergency lighting present & operational (IFC 1008.3 & 1104.5)
- ☐ ☐ Interior finish acceptable (IFC 803, 804)
- ☐ ☐ Exit corridors rated (IFC 1020.1)
- ☐ ☐ Exit doors serving occupant load over 50 swing in the direction of travel (IFC 1010.1.2.1)

#### CONSTRUCTION FEATURES:

- ☐ ☐ Fire rated construction present/maintained (IFC 703.1)
- ☐ ☐ Rated fire doors operational (IFC 705)
- ☐ ☐ Vertical openings protected (IFC 1103.4)

#### STORAGE/MERCHANDISE DISPLAY:

- ☐ ☐ Storage neat and orderly (IFC 315.3)
- ☐ ☐ Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (IFC 315.3.3)
- ☐ ☐ Attic storage (IFC 315.3.4)
- ☐ ☐ Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (IFC 315.3.1)
- ☐ ☐ Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (IFC 304.3.1)
- ☐ ☐ Proper high piled storage requirements if products displayed over 12' in height (IFC Chap. 32)

#### FLAMMABLE/COMBUSTIBLE LIQUIDS:

- ☐ ☐ Safety containers if used (IFC 5705.2.4)
- ☐ ☐ Not stored/kept near exits (IFC 5704.3.3.3)
- ☐ ☐ No sources of ignition (IFC 5704.2.4)
- ☐ ☐ Quantities >10 gals in cabinet (IFC 5704.3.4.4)
- ☐ ☐ No Class 1 storage in basement unless sprinklered (IFC 5704.3.5.1)
- ☐ ☐ Adequate ventilation (IFC 5705.3.7.5.1)

Y N

#### HAZARDOUS MATERIALS:

- ☐ ☐ Compressed gas cylinders secured (IFC 5303.5)
- ☐ ☐ Rooms/areas properly labeled (IFC 5003.5)
- ☐ ☐ Acceptable quantities in storage or display areas (IFC 5003.1.1)
- ☐ ☐ Separation of incompatible materials (IFC 5003.9.8)

#### UTILITY/MECHANICAL/HVAC:

- ☐ ☐ Shut off valves present on gas appliances (IFC 603.1)
- ☐ ☐ Approved piping, connections & appliances used (IFC 603.5)
- ☐ ☐ Combustion air supply/venting present (IFC 603.1)
- ☐ ☐ Adequate clearance between combustibles and appliances (IFC 305.1, 603.5.3)
- ☐ ☐ Commercial hood ducts/filters are clean (IFC 609.3.3)

#### SPRINKLER SYSTEM:

- ☐ ☐ Coverage is proper (IFC 903.3.1)
- ☐ ☐ Controls are readily accessible (IFC 509.2)
- ☐ ☐ Valves locked open (IFC 903.3.8.4)
- ☐ ☐ System valves supervised by listed FACP [>20 sprinklers new, ≥ 100 in existing] (IFC 903.4)
- ☐ ☐ Heads in good condition (NFPA 25, 5.2.1)
- ☐ ☐ Wrench/spare sprinklers present (NFPA 13.6.2.4)
- ☐ ☐ Tested/inspected at least annually (IFC 901.6.1)
- ☐ ☐ Riser/pump rooms labeled (IFC 901.4.6.2)

#### FIRE ALARM & DETECTION SYSTEMS:

- ☐ ☐ Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (IFC 901.6, 901.7)
- ☐ ☐ Detectors properly installed (IFC 907.4)
- ☐ ☐ Tested/inspected at least annually (IFC 907.8)
- ☐ ☐ Fire alarm system installed where required (IFC 907.2)

#### OTHER FIRE PROTECTION SYSTEMS:

- ☐ ☐ Standpipes needed (IFC 905.3)
- ☐ ☐ Standpipes/hose in good condition (IFC 905.2)
- ☐ ☐ Adequate coverage (IFC 905.2)
- ☐

#### ELECTRICAL:

- ☐ ☐ No electrical hazards (IFC 604.1, 604.6)
- ☐ ☐ Appliances/fixtures in good condition (IFC 604.7)
- ☐ ☐ Overcurrent protection present (IFC 604.1)
- ☐ ☐ Multi-plug adapters per NFPA 70 (IFC 604.4)
- ☐ ☐ Extension cords not substituted for fixed wiring (IFC 604.5)
- ☐ ☐ Power strips properly used (IFC 604.4)
- ☐ ☐ Access/clearance to electrical panels (IFC 604.3)
- ☐ ☐ Electrical rooms signed & circuits in panels labeled (IFC 604.3.1)
- ☐ ☐ Electrical motors free from excessive oil & Dirt (IFC 604.8)
- ☐

#### FIRE EXTINGUISHERS:

- ☐ ☐ Readily accessible (IFC 906.5)
- ☐ ☐ Travel distance not exceeded (IFC 906.1, 906.3)
- ☐ ☐ Tested/inspected at least annually (IFC 901.6.1)

## CODE SUMMARY

### *Mercantile Occupancies*

#### COMMON OCCUPANT LOAD FACTORS (IFC 1004.1):

Business/Office Areas	100 sq. ft/person (gross)	Locker rooms	50 sq. ft/person (gross)
Grade (ground) Areas	30 sq. ft/person (gross)	Mechanical Areas	300 sq. ft/person (gross)
Basement Areas	30 sq. ft/person (gross)	Storage Areas	300 sq. ft/person (gross)
Other stories/floors	60 sq. ft/person (gross)		

EGRESS FEATURES:	UNSPRINKLERED:	SPRINKLERED:	REFERENCE SECTION:
Egress Width – Stairs (in./occupant)	0.3	0.2 *	IFC 1005.1 * Voice alarm reduction
Egress Width – Other (in./occupant)	0.2	0.15 *	IFC 1005.1 * Voice alarm reduction
Minimum Aisle Width – Public Areas (in.)	36	36	Refer to IFC 1005.1 for actual figures
Minimum Aisle Width – Non-Public Areas (in.)	36/28	36/28	IFC 1014.4.1.2 (Can be 28" for aisle serving less than 50 people)
Common Path of Travel – new (ft.)	75	75	IFC 1014.3
Common Path of Travel – existing (ft.)	75	75	IFC 1104.19
Dead-End Limit – new (ft.)	20	50	IFC 1018.4 Unlimited allowable if length < (2.5 x width)
Dead-End Limit – existing (ft.)	50	50	IFC 1104.17.4 Unlimited allowable if length < (2.5 x width)
Exit Access Travel Distance (ft.)	200	250	IFC 1016.1 – N; 1104.18 – E
Corridor Fire-Rating Req. – new (hr.)	1	0	For > 30 occupants. IFC 1018.1
Corridor Fire-Rating Req. – exist. (hr.)	1	0	For > 30 occupants. IFC 1104.17.1

#### COMMON OCCUPANT LOAD FACTORS:

2nd Exit Required - more than 50 occupants (IFC 1015.1) OR common path of travel exceeds 75 ft (IFC 1015.1 & 1104.19) OR all stories above 2nd story (IFC 1021.2). For existing see IFC 1104.24.1.

3rd Exit Required - 501 to 1,000 occupants (IFC 1021.2.4 & 1104.24.2)

4th Exit required - 1,001 or more occupants (IFC 1021.2.4 & 1104.24.3)

#### SPRINKLER SYSTEM REQUIRED:

Is required if any of the following exist:

- Exceed building code height & area limits,
- Windowless/basement/below grade area provisions apply,
- Group M fire area exceeds 12,000 sq. feet,
- Group M fire area is located more than three stories above grade plane,
- Combined areas of all Group M fire areas on all floors including mezzanines exceeds 24,000 sq. feet,
- Group M display and sales of upholstered furniture or mattresses exceeds 5000 sq. feet,
- There will be high-piled combustible storage of merchandise.

NOTE: Sprinklers can be an alternative to fire department access roads and inadequate water supplies.

#### FIRE ALARM SYSTEM AND DETECTION REQUIRED:

Not required in new or existing occupancies.

This checklist is provided by the Idaho State Fire Marshal's Office and is intended as a guide to assist fire inspection personnel in identifying general fire and life safety hazards, other possible code requirements may apply. Please refer to other checklists for information on certain occupancies/topics.

IFC = International Fire Code