

# Centre Region Code Administration (CRCA)

## Commercial Fire Safety Program Information

Commercial building owners are required to obtain and maintain a fire safety program license prior to occupancy of the tenant space. The fire safety program license renews annually. Fees are determined at inspection based on the use, location, and size of the tenant space. The fee schedule is posted on our website.

Inspection of all commercial properties, including all business offices, mercantile, assembly, and industrial occupancies, are required to ensure compliance with the International Fire Code and the *Centre Region Rental Housing & Building Safety Code, 2023 Edition*. The CRCA administers the adopted building, property maintenance, and fire code and coordinates with the local health department to identify and provide guidance on the mitigations of conditions that would compromise the health and safety of residents and visitors of the Centre Region. Fire inspections occur on a 1, 3, or 5-year cycle as determined by the fire & life safety inspector.



### Fire Safety Inspection Process:

A Centre Region fire & life safety inspector will visit your facility during regular business hours to observe business operations during normal or typical conditions.

If the inspector observes hazardous conditions or violations that need attention, a written report of the violations will be provided. The report will identify a date that the inspector will return to verify compliance. You may need to check with the building owner to determine responsibility for the violations identified during the inspection process.

### Preparing for the Inspection:

- **Exterior:**
  - Make sure the address is visible from the street using at least 4" numbers.
  - Keep a 36" clearance from all fire department features such as sprinkler control valves, fire hydrants, and fire department connections.
  - Fire equipment and utility rooms need to be identified for fire department access using approved terminology with 2" letters. (If rooms are on the interior, 1" letters are required)
- **Interior:**
  - Exit doors are easily openable and not locked or chained and clear of storage and clutter.
  - Corridors are clear of storage and clutter.
  - 30" clearance at ALL electric panels.
  - Required or labeled fire doors must self-close or self-latch, if applicable. Fire doors may not be propped open.
  - Extension cords cannot be used for long-term use.
  - Maintain storage 24" below ceilings, 18" below sprinklers if present.
  - Flammable & combustibles must be stored in approved containers or cabinets and at least 36" from heat-producing appliances and electric panels. (With a few exceptions, flammable gases such as propane are NOT permitted to be stored indoors.)
  - Verify that ALL fire protection systems are inspected annually, including fire extinguishers, fire alarms, sprinkler systems, and suppression systems.
  - Test emergency lighting and exit signs regularly. All exit signs MUST be illuminated at all times that the building is occupied.

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## **Be Prepared for a Fire:**

- Post your building's evacuation plan and practice this plan with your staff regularly using fire drills.
- Know at least two ways out of every room or floor.
- Know the location of ALL fire extinguishers.
- In case of fire, ALWAYS use the stairs to exit-NOT the elevator.
- Do not block exit paths for any reason

## **Fire Prevention:**

- Remove trash daily to a dumpster that is away from the building.
- Turn off small appliances before you leave.
- Never leave candles burning unattended.
- Report fire hazards or blocked exit doors to management immediately.

The CRCA offers a variety of fire safety educational programs for all age groups and facilities. The Centre Region Fire and Life Safety Inspectors are trained and skilled in the current building code requirements. CRCA offers the following educational programs:

- Fire Safety House
- Kitchen Safety Simulator
- Live Fire Sprinkler Demonstration
- Fire Extinguisher Training
- Fire Drill and Emergency Planning

**Let's do our part in keeping the Centre Region safe!**

Please refer to the *Centre Region Rental Housing & Building Safety Code, 2023 Edition*, for guidance and current regulations regarding the commercial fire safety program. The Property Maintenance Code can be found on our website:

[www.crcog.net/crca](http://www.crcog.net/crca)



**Centre Region Code Administration**

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