



TOWNSHIP OF SPRING

Department of Public Safety Fire Marshal's Office

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Getting Ready for your Fire Inspection

Commitment

We firmly believe that prevention can go a long way to create a safe and fire free environment. Codes require periodic inspections. Fire Inspections help business determine what improvements or changes need to be made.

Before-Your-Inspection Tips to Avoid Violations

- Have fire extinguishers checked annually by a qualified third-party technician. Monthly fire extinguisher checks are to be completed by occupant.
- Dispose of or properly store combustible materials.
- Maintain at least 30 inches of clearance in front of all electrical panels and shut-offs
- Keep all exits clear and operable.
- Ensure all exit signs and emergency lights are working properly. The emergency light outside of the doors to illuminate the landings must also work correctly.
- Ensure filters in heating and air conditioning units are kept free of dust and lint, and are working properly (recommend changing filters every 30 days).
- Clean commercial kitchen hood/ventilation systems as recommended by Fire Code.
- Ensure commercial hood systems are inspected, tested and tagged as needed per code. Ensure a Class K extinguisher is in place for fryer operations areas. When service testing and inspections are done, we recommend a balloon test to ensure all lines are open and not blocked. Ensure all nozzle covers are in place at all times.
- Ensure that smoke alarms, sprinkler and fire alarm systems are in working order, and that annual inspection/testing paperwork from a third-party is available to the Fire Code Official.
- Ensure a commercial alarm system is being monitored by an approved monitoring company.
- In areas where there is multiple electric meters, gas meters or services, these should be marked as to which unit or area is supplied by them.
- All electrical panels must have the breakers or fuses marked as to what they protect.
- Ensure all ceiling tiles are whole and in place. Any broken, stained or missing tiles need to be replaced. If there is space around items in the ceilings such as sprinkler heads the space should be closed in with a

fire rated product or a new tile installed to ensure area is as tight as possible to prevent smoke and fire travel.

- Ensure all holes in walls and ceiling are patched. This should be done even if it is not a fire rated assembly to prevent or slow the travel of smoke and fire.
- All lights, exhaust fan lights should have covers in place.
- All exhaust fans and vents must have grates or grills on them.
- Ensure sprinkler heads are clear of all debris including grease residue and lint.
- Ensure the finish rings are at all sprinkler heads that need them.
- Ensure all items are kept clear of the appliances such as heaters and hot water heaters, 30 inches of clear area needed.
- Ensure all fire rated doors are kept closed. They must have automatic closures and latch as designed. This includes stairway doors and doors to equipment.
- Ensure there is a Knox Box in place with the correct and updated keys for emergency access.
- Ensure all spaces in the electric panels are closed in with all covers in place. Also make sure there is not tape on any breakers holding them in the on or in the off position.
- Ensure extension cords are not being used as a permanent connection to power.
- Ensure extension cords are not being used in conjunction with multi outlet power strips.
- Ensure all appliances are plugged directly into an outlet and not into a multi outlet strip or an extension cord.
- Ensure all multi outlet strips have an internal overload protection device or they cannot be used.
- Ensure there is no cords or cables running through a wall or ceiling. There cannot be an outlet with anything plugged in above the ceiling or in a wall. The connection must be visible and able to be examined.
- Ensure in a sprinklered building there is 18 inches of space between stored items and the ceiling or sprinkler heads. In a non-sprinklered building, there should be 24 inches of clear space.
- All penetrations, wire chases and pipe chases traveling through a wall or ceiling are sealed even in a non-rated assemble to slow or stop the travel of smoke and fire.
- Ensure all dryers are vented to the exterior. The exhaust vents must be cleaned and inspected to ensure they are not blocked. These vents must be in the shortest path possible and should be smooth pipe to prevent buildup of lint and debris.
- Ensure all electric wires are terminated in a junction box with a cover. Also remove all old wires and electrical equipment.
- All electrical equipment must have all covers in place.
- Ensure all areas on counters and within 6 feet of water must have GFI protected outlets.
- Ensure all peeling paint is scraped and sealed.
- Combustible items should not be hung from the ceiling. This adds to the fire load and sometimes block the coverage of emergency lighting and to be able to see the exit signs as needed.
- Bathrooms should have emergency lighting installed to ensure if power goes out the occupants may complete the task and exit safely.
- Ensure all cylinders are secured to prevent falling and damaging the valves possibly causing a catastrophic failure.

- Portable electric heaters are not to be used as the main source of heat. They must be plugged directly into the wall outlet and must be turned off and unplugged when not in use. They must be attended at all times when being used and the area around them must be kept clear of combustibles.
- Ensure all door hardware works correctly. Doors must open in one smooth motions with no additional movements. This means panic hardware and opening systems must operate correctly.
- Fire Department Connection sign over top of the fire department connection. This can be “FDC” or “Fire Department Connection”.
- Fire Department Connections must be free of all obstructions such as vegetation that needs to be removed. The connection must have the caps in place or a set of Knox Caps will be required.
- Address posted to be scene easily from the exterior passersby.
- All doors should be lettered or numbered inside and outside. All floors should be lettered or numbered as to which floor and all stairways should be marked as to a letter or number even the direction such as east west north south.
- All fire lanes must be marked and signed correctly. They must be clear of all obstacles and accessible at all times including during in climate weather.
- All assembly areas must have the occupancy load posted.
- No storage of combustibles under stairways.
- All inspection records shall be on site for review by the fire inspector. If all items have the tags in place, this will speed the inspection and allow for it to be noted without the original paperwork from the inspections.
- All locations with private hydrants must have them on the service list with the sprinkler system. These must be flushed and serviced annually also.
- All inspection reports, service and repairs must be entered into the Brycer Compliance Software. If this is not done by the service provider a deficiency may be issued to the location and to the provider.
- All fire walls, rated separations and fire assemblies must be accessible for visual inspection to ensure they are in tact or an engineer report must be supplied yearly ensuring they are intact. These areas if able are to be open and ready for the inspector to look.
- Any and all other items found to be a fire and life safety issue or a Property Maintenance issue.
- All commercial locations must be inspected. There are fees associated with the inspections.
- Operational Permits are applied for and obtained as needed.

A. Annual Operational Permit

1. The owner, lessee, tenant or operator of all structures in the Township used for Assembly, Business, Educational, Mercantile, Factory Industrial, Institutional, High Hazard, Residential R-1, R-2, Storage, Utility and Miscellaneous purposes an defined in the International Building Codes shall pay an annual Operational Permit Fee for permits issued pursuant to and under Section 105 of the 2018 International Fire Code, with such fees being due within thirty (30) days of billing.

2. Annual Operational Permit Fees are established as follows. Future amendments or alterations to the inspection fee schedule shall be made by resolution of the Township of Spring Board of Supervisors.

3. The construction of any structure, amusement ride or decoration must be at least 20 feet radially away from all overhead wires. This is the necessary safety zone. You must always assume that all overhead wires are energized at a lethal voltage. Never assume that a wire is safe to touch even if it is down or appears to be insulated. The electric supply company for the area

can be contacted if there are any questions or concerns. An electrician may also be contacted to ensure the safety of the area.

4. PA ONE CALL must be used to ensure all areas are clear of underground lines before any digging or driving of stakes into the grounds at a location. This number to dial is 8-1-1. This will ensure there are no underground services that can be accidentally compromised creating hazardous environment.

5. Additional information may be requested by the AHJ at any time for any listed operational permit to assist with the review and approval process.

Relevant Section of the International Fire Code 2018 edition

105.6.1 Aerosol Products in excess of 500 pounds	\$75.00/year
105.6.2 Amusement Buildings	\$75.00/year
105.6.3 Aviation Facilities	\$100.00/year
105.6.4 Carnivals and Fairs	\$75.00/occurrence
105.6.5 Cellulose Nitrate Film	\$75.00/year
105.6.6 Combustible Duct-Producing Operation	\$100.00/year
105.6.7 Combustible Fibers in excess of 100 Cubic Feet.....	\$75.00/year
105.6.8 Compressed Gases	\$75.00/year
105.6.9 Covered Mall Buildings	\$300.00/year
105.6.10 Cryogenic Fluids	\$75.00/year
105.6.11 Cutting and Welding	\$150.00/occurrence
105.6.12 Dry Cleaning Plants	\$75.00/year
105.6.13 Exhibits and Trade Shows	\$75.00/year
105.6.14 Explosives/Fireworks.....	\$250.00/occurrence

(Note: the application for this operational permit should be added to a DEMO permit for if it is needed)

manufacturing, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects (IFC section 105, chapter 56, NFPA 1123, 1126) whether the property owner or a vendor has this type of product the property owner must have the approved permit or not sales or displays can be continued. This permit does not give anyone the right to have sales or displays anytime they wish. It gives you the partial approval with the inspections confirms the approval and gives you the final approval. If final approval is not given and sales or a display is conducted the municipality has the right to take further action.

Appropriate Information needed for display and sales: not all will be needed for sales

1. copy of current Federal Explosive License/Permit-operator qualifications
2. certificate of liability insurance with municipality added as additional insured/\$1000,000 +
3. display packing list
4. site map with all noted areas/what is set up where
5. site map showing clear radial distances to any occupied areas/audience - shell size = distance
6. copy of fireworks display notification to US Department of Transportation(airport notification)
7. pyrotechnics plan including precautions against fire and security for the site
8. failed product plan for making items safe
9. if a tent or canopy is used, the canopy/tent must be fire rated with a legible label
10. fire extinguishers on site, no smoking signs installed

- 11. tent/canopy configuration which might need exit signs and emergency lighting
 - 12. weather plan for covering product or postponing for another day
 - 13. AHJ pre show inspections scheduled/completed which gives final approval for sales/display
 - 14. fire department scheduled for a standby understanding there could be a cost for this standby
 - 15. signed lease with both parties granting permission - if applicable
 - 16. dates and times noted with rain dates and times
 - 17. copy of any temporary business privileged license - if applicable
 - 18. approved application for temporary facility through zoning - if applicable
 - 19. state/federal laws posted for use of fireworks sold in temporary and permanent locations
 - 20. any additional information deemed necessary by the AHJ for a thorough review and approval
- 105.6.15 Fire Hydrants or Valves \$75.00/year
- 105.6.16 Flammable and Combustible Liquids \$75.00/year
- Underground Tanks-Install/Remove:
- Residential Less than 275 gallons..... \$75.00/year
 - Residential In excess of 275 Gallons \$75.00/year
 - Non-Residential Greater than 275 Gallons and less than 500 Gallons \$100.00/year
 - Non-Residential Greater than 501 Gallons and less than 10,000 Gallons \$150.00/year
 - Non-Residential In Excess of 10,000+ Gallons..... \$200.00/year
- 105.6.17 Floor Finishing..... \$75.00/year
- 105.6.18 Fruit and Crop Ripening \$75.00/year
- 105.6.19 Fumigation and Thermal Insecticidal Fogging \$75.00/year
- 105.6.20 Hazardous Materials
- Combustible Liquids..... \$75.00/year
 - Corrosive Materials..... \$75.00/year
 - Explosive Materials \$100.00/year
 - Flammable Materials \$75.00/year
 - Highly Toxic Materials..... \$100.00/year
 - Oxidizing Materials \$75.00/year
 - Organic Peroxides \$100.00/year
 - Pyrophoric Materials..... \$100.00/year
 - Toxic Materials..... \$75.00/year
 - Unstable (Reactive) Materials..... \$100.00/year
 - Water Reactive Materials \$100.00/year
- 105.6.21 HPM Facilities \$75.00/year
- 105.6.22 High Piled Storage in excess of 500 square ft. \$75.00/year
- 105.6.23 Hot Work Operations..... \$150.00/occurrence
- (Note: the application for this operational permit should be added to a DEMO permit for if it is needed)
- 105.6.24 Industrial Ovens \$75.00/year
- 105.6.25 Lumber Yards and Wood Working Plants..... \$75.00/year
- 105.6.26 Liquid Gas Fueled Vehicles/Equipment \$75.00/year
- 105.6.27 LPG Gas \$75.00/year

Above/Ground-Install/Remove Less than 2000 Gallons.....	\$50.00/year
Above/Ground-Install/Remove In Excess of 2000 Gallons	\$100.00/year
105.6.28 Magnesium greater than 10 pounds	\$75.00/year
105.6.29 Misc. Combustible Storage in excess of 2500 Cubic Feet	\$75.00/year
105.6.30 Mobile Food Preparation Vehicles	\$75.00/year
105.6.31 Motor Fuel Dispensing Facilities	\$100.00/year
105.6.32 Open Burning	\$75.00/occurrence
105.6.33 Open Flame and Torches	\$75.00/year
105.6.34 Candles/Open Flames (Assembly Occupancy)	\$75.00/year
105.6.35 Organic Coatings greater than One (1) Gallon	\$75.00/year
105.6.36 Outdoor Assembly Events	\$75.00/occurrence
105.6.37 Places of Assembly	\$75.00/year
105.6.38 Plant Extraction System	\$75.00/year
105.6.39 Private Fire Hydrants each Hydrant	\$75.00/year
105.6.40 Pyrotechnic Special Effects Material	\$75.00/year
105.6.41 Pyroxylin Plastics	\$75.00/year
105.6.42 Refrigeration Equipment.....	\$75.00/year
105.6.43 Repair Garages/Motor Fuel Dispensing Facilities.....	\$100.00/year
105.6.44 Roof Top Heliports	\$100.00/year
105.6.45 Spraying/Dipping.....	\$75.00/year
105.6.46 Storage of Scrap Tires	\$75.00/year
105.6.47 Temporary Membrane Structures (Tents and Canopies).....	\$150.00/occurrence
105.6.48 Tire Rebuilding Plants	\$75.00/year
105.6.49 Waste Handling.....	\$75.00/year
105.6.50 Wood Products in excess of 200 Cubic Feet-----	\$75.00/year

Common Problems Found During Inspection

- ✓ Improperly storing combustible materials such as empty boxes or trash. *Properly dispose of combustible materials. Consider purchasing a fire rated cabinet or storing materials in an outside storage building with identifying label.*
- ✓ Storing items in rooms specifically marked as electrical, mechanical, or sprinkler control rooms. *Keep these areas clear of items at all times.*
- ✓ Using drop cords for permanent use. *Unplug and properly store a drop cord after each use.*
- ✓ Allowing grease to accumulate in commercial kitchen hood/ventilation systems. *Clean filters and ventilations systems as required by the Fire Code.*
- ✓ Not maintaining a fire suppression system in a commercial kitchen hood/ventilation system. *Have the system tested and inspected every six months by a professional.*
- ✓ Allowing a sprinkler or fire alarm system to fall into disrepair. *Have systems tested annually by a professional, documentation of test and repairs must be kept on site at all times for review by the Fire Code Official.*
- ✓ Blocking of exit signs or allowing bulbs to burn out without replacement. *Change bulbs when needed and keep signs unblocked.*

- ✓ Blocking of exit doors and egress areas. *Keep materials of any kind properly stored and away from exit doors.*

What Happens if Violations are Found

If a violation is found at your location, the Official will leave specific information about that violation. You will have a stated period of time to correct the violation. If the violation is fixed by the follow up inspection, a clear inspection report is issued.

If violations have not been corrected, then additional time can be requested for the corrections to be made. If on the second re-inspection, the violations are corrected, then a clear inspection report is issued. If violations are not corrected, the Municipality may take a civil action. If a major life safety issue is found or your location is deemed unsafe, the building may be closed for occupancy until repairs are made.