



**BUSINESS GUIDE
FOR
COMMERCIAL
BUILDINGS**

**Handout
801**

REV 08/08

ADOPTED CODES (with City of Peoria amendments):

2006 International Fire Code (IFC)

**City of Peoria Fire Department
Fire Prevention Division**

8351 West Cinnabar Avenue
Peoria, Arizona 85345
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www.peoriaaz.gov/fire



City of Peoria Fire Marshal's Office

BUSINESS GUIDE

(This document is provided to identify the necessary permits and maintenance requirements of some business operations and/or occupancies within the City of Peoria. This document is not to be construed as a complete listing or all encompassing. Additional items may be required.)

Applicable Codes and Standards

The following is a list of the applicable codes and standards that are used and enforced by the City of Peoria Fire Department. These codes and standards are used to ensure that the occupancies and life safety systems are in compliance. This is not a complete listing of the applicable codes and standards but a sampling of the most commonly used ones.

<i>International Fire Code (IFC) – 2006 edition with City of Peoria Amendments</i>	
NFPA 10 – 2002 edition	Portable Fire Extinguishers
NFPA 13 – 2002 edition	Fire Sprinkler Systems
NFPA 13D – 2002 edition	Residential Fire Sprinkler Systems
NFPA 13R – 2002 edition	Multi Family Fire Sprinkler Systems
NFPA 17A – 2002 edition	Wet Chemical Kitchen Systems
NFPA 25 – 2002 edition	Water Based Systems Maintenance
NFPA 30 – 2003 edition	Flammable and Combustible Liquids
NFPA 30A – 2003 edition	Motor Fuel Dispensing
NFPA 33 – 2003 edition	Spray Applications
NFPA 58 – 2004 edition	LPG
NFPA 72 – 2002 edition	Fire Alarm Systems
NFPA 99 – 2002 edition	Hospitals and Healthcare Facilities
NFPA 2001 – 2004 edition	Clean Agent Systems

Inspection, Testing and Maintenance

All systems and fire protection equipment installed within the City of Peoria are required to be inspected, tested and maintained per the IFC, section 901.6ⁱ.

1. The systems and fire protection equipment are required to be serviced by a licensed company, to be conducted on at least an annual basis or more frequent as required by the applicable standard.
2. All installation, maintenance, service and repairs are to be performed by a company that holds a valid Fire Protection Equipment Contractor's Permit with the City of Peoria Fire Department per IFC (amended) section 105.7.13.2ⁱⁱ. Should an annual inspection by the Fire Department reveal that the service was performed by a company without a valid permit; the service would be required to be performed again by a company that does hold a valid permit.

Operational Permits

Certain occupancies or business operations within the City of Peoria are required to have an annual Operation Permit issued by the Fire Department per IFC, section 105.6ⁱⁱⁱ.

The following is a list of the required operational permits in the *International Fire Code* (IFC). There may be a need to have one or more of these permits depending on the type of occupancy or business operation. The validity of the Operational Permit is to be verified during each annual inspection. Should it be determined that a permit is needed or has expired, the violation shall be noted, information provided to the business owner (permit application is included at the end of this document) to obtain the required permit(s) and a follow up inspection scheduled. The following descriptions shown are limited in the scope.

Required Operation Permits per section 105.6 of the 2006 Edition of the <i>International Fire Code</i>		
Process	Description	Code Section
Aerosol products	Manufacture, store or handle	105.6.1
Amusement buildings	Operate	105.6.2
Aviation facilities	Servicing, repair or fueling	105.6.3
Carnivals and fairs	Conduct	105.6.4
Cellulose nitrate film	Store, handle, or use	105.6.5
Combustible dust-producing operations	Operate	105.6.6
Combustible fibers	Storage or handle >100 cu. ft.	105.6.7
Compressed gases	Store, use or handle	105.6.8
Covered mall buildings	Displays	105.6.9
Cryogenic fluids	Produce, store, transport on site, use, handle or dispense	105.6.10
Cutting and welding	Cutting or welding	105.6.11
Dry cleaning plants	Operate or change chemicals	105.6.12
Exhibits and trade shows	Operate	105.6.13
Explosives	Manufacture, storage, handling, sale or use	105.6.14
Fire hydrants and valves	Use or operate	105.6.15
Flammable and combustible liquids	See conditions	105.6.16
Floor finishing	Finish or surface over 350 sq. ft.	105.6.17
Fruit and crop ripening	Operate	105.6.18
Fumigation and thermal insecticidal fogging	Operate	105.6.19
Hazardous materials	Store, transport on site, use or handle	105.6.20
HPM facilities	Store, handle or use	105.6.21
High-piled storage	Use a building or portion thereof >500 sq. ft.	105.6.22
Hot work operations	Welding, cutting, roofing	105.6.23
Industrial ovens	Operate	105.6.24
Lumber yards and woodworking plants	Storage or processing >100,000 board feet	105.6.25
Liquid or gas-fueled vehicles	Operate in a Group A occupancy	105.6.26
LP-gas	Storage, use, and operation of cargo tankers that Transport	105.6.27
Magnesium	Melt, cast, heat treat or grind > 10 lbs.	105.6.28
Misc. combustible storage	Store in any building > 2,500 cu. ft.	105.6.29
Open burning	Kindling or maintaining an open fire	105.6.30
Open flames and torches	Remove paint with a torch	105.6.31
Open flames and candles	Use of with an Group A occupancy	105.6.32
Organic coating	Producing more than 1 gallon per day	105.6.33
Places of assembly	Operate	105.6.34
Private fire hydrants	Use or remove from service	105.6.35
Pyrotechnic special effects material	Use and handling	105.6.36
Pyroxylin plastics	Store or handle > 25 lbs.	105.6.37
Refrigeration equipment	Operate	105.6.38
Repair garages and service stations	Operate	105.6.39
Rooftop heliports	Operate	105.6.40
Spraying or dipping	Operate	105.6.41
Storage of scrap tires and tire by-products	Conduct > 2,500 cu. ft.	105.6.42
Temporary membrane structures, tents and canopies	To operate a tent over 200-sq. ft. or canopy over 400-sq. ft.	105.6.43
Tire-rebuilding plants	Operate	105.6.44
Waste handling	Wrecking yards, junk yards and waste material handling facilities	105.6.45
Wood products	Store chips > 200 cu. ft.	105.6.46

Annual Inspections

Currently the City of Peoria is enforcing the 2006 edition of the *International Fire Code* (Ordinance Number 07-35, 11/06/07) which includes all adopted amendments. The requirement to have your occupancy inspected and for a fee to be assessed for that inspection is derived from this code.

Section 104.3 of the IFC^{iv} requires that all occupancies within the City of Peoria be inspected for compliance with the Fire Code. This inspection shall be conducted on an annual basis as a minimum. Section 107.5 of the amended IFC^v requires that a fee be assessed for the annual inspection.

The required annual fire inspection for all occupancies, including vacant occupancies, is necessary to ensure that all buildings and occupancies are in compliance with the Fire Code. This is a proactive approach to identify issues and have them corrected before a situation develops. The fees that are assessed have been developed to cover the expense of inspecting the properties. By providing a graduated fee schedule, the initial inspection is based only on the square footage of the occupancy. A follow up re-inspection, should any violations be discovered, is performed at no charge. If any subsequent inspections after the first re-inspection are necessary to follow up on violations, the initial inspection fee would be assessed.

For properties that have multiple vacant occupancies a provision exists that allows for all of the vacant occupancies that are under the control of a single owner or management company to be combined into one inspection. The fee for this inspection would be based on the total square footage of all of the vacant occupancies inspected. In order to use this option, the inspections would have to be performed at the same time. Should it be determined during the inspection that an occupancy is not vacant, it would be removed from the total square footage and the fee would be assessed separately for that occupancy based on the square footage. Should any violations be discovered in any vacant occupancy or multiple occupancies, all of the violations would need to be corrected and a re-inspection performed to inspect all of the items at one time. Should any additional inspections beyond the initial re-inspection be required to follow up on the violations, the initial fee would be assessed.

[Excerpt from] Table 9-33(d) Fees for Other Service. When other services by Fire Prevention are required, the following fees, as listed below, shall be paid.

Square Feet:	Fee:
1-1249	\$50
1,250-3,000	\$75
3,001-5000	\$110
5,001-7,500	\$150
7,501-10,000	\$200
10,001-15,000	\$250
15,001-20,000	\$350
20,001-30,000	\$450
30,001-40,000	\$650
40,001-50,000	\$850
50,001-75,000	\$1,050
75,001-100,000	\$1,550
>100,000	\$1,950
Existing Occupancy Fire inspection – first re-inspection	No charge
Existing Occupancy Fire inspection- third inspection and each additional inspection	Same as initial inspection

The following is a list of some of the most common violations that are found during an annual inspection. Addressing these items on a routine basis will provide for a safer location along with an inspection with fewer or no violations.

MULTI-UNIT OCCUPANCIES	ASSEMBLY OCCUPANCIES
Blocked exits	Blocked exits
Un-serviced or missing fire extinguishers	No exit sign or exit lights out
Excessive storage in basement or corridors	Doors locked during hours of occupancy
Cluttered attic, garage, under stairs and heating room	Overcrowded, no occupant load sign posted
Accumulation of dust and lint in laundry room	Aisles not adequate
Combustibles stored next to water heater or furnace	Fire extinguisher not serviced or non existent
Lack of Fire Department access	Candles on tables in unsafe holders (permit required)
Fire protection equipment not working or serviced	Extension cords and other electrical problems
Faulty or untested standpipes	Decorations not flame retardant
Penetrations in fire separations	Non-flame retardant drapes
Incomplete or missing evacuation plan	Smoking problems
Stairway doors blocked open	Heating hazards
Lack of smoke detectors and/or record of testing	Lack of panic hardware and/or hard to open
Proof of fire drill training	No emergency lighting, not tested
	Fire alarm testing, no record of testing
	Kitchen extinguishing system(s) not tested
	Kitchen hood with too much grease
RESTAURANTS	
Grease accumulation on filters and in ducts	
Kitchen extinguishing system(s) not tested	
Kitchen extinguishing system(s) improperly installed	
Exiting problems the same as an assembly	MANUFACTURING
Decoration problems	Electrical machinery
Smoking problems	Misuse of extension cords
Cluttered storerooms	Improper use and storage of flammable liquids
Electrical Hazards	Faulty use and storage of chemicals
Heating hazards	Improper use and storage of gases
Extension Cords	Blocked and/or obstructed exterior doors and fire doors
Tables in exit paths	Fire protection equipment not serviced
Illegal locks on exit doors	Improper maintenance of fire separations
Permit required for candles	Cluttered storerooms
	Unsafe smoking practices
	Inadequate aisles and exits
	Cluttered storage of business records
	Heating equipment problems
WAREHOUSES	Combustibles too close to heating equipment
Fire protection equipment not serviced	Spontaneous ignition
Extension cords	Paint spray operations
Concealed smoking by patients	Dip tanks with faulty lids
Cafeteria hazards – hood protection	Paint and chemical storage
Exits locked and/or blocked	Inherently hazardous processes
Area separation doors blocked open	Sparks from welding
Excessive storage of combustibles	Inadequate exhausting of vapors, dust, etc.
Emergency generator not tested	Disposal of trash, sawdust debris
Sterilizer room cluttered with combustibles	Blocked sprinkler heads
Employees smoking in linen storage room	
Improper storage in linen storage room	
Improper storage, handling and use of anesthetics	
Combustibles next to heating equipment	OFFICE BUILDINGS
Lack of proper maintenance of heating equipment	Exiting problems
Evacuation plan outdated, inadequate or missing	Extension cords
Emergency lighting not tested	Extinguishers not serviced or missing
Lack of Fire Department access	Poor record storage
Exit corridors used for storage	Wastepaper handling
Lack of fire drills and records proving such	Smoking hazards
Lack of exit signs or exit signs not working	Heating equipment near combustibles
	Improper storage of flammable liquids
	Fire protection equipment not serviced
	Blocked sprinkler heads

SCHOOLS	STORAGE
Blocked exits or chained exits	Combustible storage under stairs
Blocked sprinkler heads	Storage less than 24" to non sprinkler ceiling
Exit lights not functioning	Storage over 12' without in-rack sprinklers
Fire protection equipment not maintained/missing	Storage too close to powered equipment
Unsafe chemistry lab (storage and equipment)	
Flammable liquids stored in office, shops and classes	EXITS/EGRESS
Shop hazards such as manufacturing	Exits blocked
Excessive combustible storage	No test of auto release on fire doors
Lack of fire drills and/or documentation	Materials stored in exit way
Non flame retardant drapes in auditorium	Missing exit signs
Extension cords used for permanent appliances	No directional exit signs
Combustibles near heating equipment	Lighted exit sign bulb burned out
Improper, older electrical equipment	Exit sign won't switch to battery backup
Chlorine and acid storage for pool	Locks or latches on panic hardware doors
Hazards caused by lab experiments	Exit doors locked
Spray paint in shop/no spray booth	No "Door to Remain Unlocked during business hours" sign
Dip tank fusible links	Exit doors/stairs need repair
Storage of oily rags	Key lock on exit door
Welding hazards/no permit	Christmas decorations too close to exit
Lack of emergency vehicle access to building	Emergency lights inoperative
Fire alarm testing and documentation	No occupancy load posted
ELECTRICAL	FIRE EXTINGUISHERS
Extension cords used as permanent wiring	No annual inspection/test
Extension cords subjected to damage	Extinguishers not readily visible
Extension cords daisy chained together	Inadequate spacing (maximum 75' travel distance)
Multi plug outlets in use	Extinguishers not mounted (maximum 60" to top)
Electrical panels blocked (3' minimum clearance)	Extinguishers blocked by storage
Missing receptacle cover plate	Need of additional fire extinguishers
Open breaker slots in the electrical panel	Improper fire extinguishers (minimum 2A:10-B:C)
Broken receptacles	
Spliced electrical cords in use	BUILDING INTEGRITY
Lights/appliances hanging by wires	Missing ceiling tiles
Exposed electrical wiring	Holes in walls
	Fire doors blocked
HOUSEKEEPING	FLAMMABLE/COMBUSTIBLE LIQUIDS
Excessive oily rags in the area	No annual permit displayed
Trash not emptied daily	Class 1 liquids used for cleaning
Combustible storage in equipment room	No "No Smoking" sign posted
	Flammables stored in mechanical rooms
HAZARDOUS MATERIAL	Underground tanks used without a permit
Hazardous signs not posted	Above ground tanks used without a permit
Incompatible materials stored together	
No "No Smoking" sign posted	BUILDING EXTERIOR
No Hazardous Material MSDS sheets available	Improper or no visible street address
Unidentified gas cylinders stored/in use	No lock box
Gas cylinders not secured	Excess dry vegetation
No hazardous material permit displayed	FDC caps missing
	FDC not accessible
PAINT BOOTHS	FDC not identified for building protected
No annual inspection	Fire hydrant(s) not accessible
Auto doors switches inoperative	Fire hydrant(s) painted the wrong color
Fire protection inoperative	Gas meter unprotected
No annual permit displayed	

FIRE SPRINKLER SYSTEM	KITCHEN HOOD SYSTEM
No annual inspection	No six month inspection
Blocked fire sprinkler riser (3' clearance)	Fusible links not changed annually
Fire sprinkler protection not adequate	Appliances not under the hood properly
Items hanging from sprinkler heads	No Class "K" fire extinguisher in the kitchen
Damaged, corroded or painted heads	Cooking with hood system out of service
Missing escutcheons	Hood has excess grease accumulation
Storage too close to sprinklers (18" minimum)	
	FIRE ALARM SYSTEM
	No annual inspection
	Fire alarm system inoperative



CITY OF PEORIA
FIRE CODE COMPLIANCE
PERMIT APPLICATION
Tel 623 773 7279
Fax 623 773 7295
www.peoriaaz.com/fire

INSTRUCTIONS - READ ME FIRST

PLEASE CAREFULLY FILL OUT APPLICATION WITH ALL REQUIRED INFORMATION. PLEASE PRINT OR TYPE LEGIBLY. IF FIRE PREVENTION STAFF HAS QUESTIONS YOU WILL BE CONTACTED. YOUR APPLICATION MAY REQUIRE ADDITIONAL MATERIAL SUCH AS CITY BUSINESS TAX NUMBER, REGISTER OF CONTRACTOR LICENSE, ETC. IN PARTICULAR, YOU MUST PROVIDE ACCURATE DETAILS AS TO YOUR COMPANY TYPE, RESPONSIBLE PERSON, AND ALSO THE IDENTITY OF AN AGENT FOR SERVICE OF PROCESS FOR LEGAL NOTICE. PLEASE REMEMBER COMPLIANCE IS YOUR RESPONSIBILITY. THANK YOU FOR YOUR COOPERATION.

PART ONE - Company Information: Corporation LLC
 LLP
 Gen. Partnership
COMPANY NAME: _____ Sole Proprietor

RESPONSIBLE PERSON: _____ (Title) _____

DAY-TIME PHONE () _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

CITY _____ STATE _____ ZIP _____

SITE ADDRESS: _____

CITY _____ STATE _____ ZIP _____

SITE RESPONSIBLE PERSON: _____

DAY-TIME PHONE () _____

PART TWO - Agent for Service of Process:

Applicants must provide a valid name, street address, and day-time phone number for an "agent for service of process". This agent is applicant's agent to receive service of process for legal notices and citations to ensure compliance with all applicable laws and regulations. Changes in agent SHALL be in writing and received by Fire Marshall to be valid.

SERVICE OF PROCESS AGENT: _____

DAY-TIME PHONE () _____

EMAIL ADDRESS: _____

STREET ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PART THREE - Permits and Fees (Permits may be valid for one year):

Renewable Permits with Initial and Renewal Fees:

- Flammable Liquid Storage Tanks; Storage, Use, Handling, Dispensing - Install Fee - \$360 Renewal \$250/Site
- Hazardous Material, Use, Storage, Handling - Install/Change tanks or piping - \$360 Additional Tank - \$50 each Modification - \$100 each Renewal \$150
- Liquefied Petroleum Gas (LPG) Storage, Use, Handling, Dispensing - Install Fee - \$360, Renewal \$50

Other Common Permits with Initial / Renewal Fee:

- | | |
|--|--|
| <input type="checkbox"/> Auto Wrecking Yards \$50 | <input type="checkbox"/> Lumberyard \$50.00 |
| <input type="checkbox"/> Blasting Operations \$100/\$75 | <input type="checkbox"/> Open Burn/Bon Fire \$75 |
| <input type="checkbox"/> Carnival or Fair \$200 | <input type="checkbox"/> Places of Assembly \$100/\$150 |
| <input type="checkbox"/> Fireworks Display \$500 | <input type="checkbox"/> Repair Garage \$50 |
| <input type="checkbox"/> Fire Protection Contractor \$75 | <input type="checkbox"/> Spray Painting OR Dipping \$50 / \$150 |
| <input type="checkbox"/> High Piled Storage \$50 | <input type="checkbox"/> Tent/Canopy \$80 |
| <input type="checkbox"/> Hot Works (Includes Cutting / Welding) \$50 | <input type="checkbox"/> Motor Vehicle Fueling (portable tanks) \$50 |
| <input type="checkbox"/> LPG Exchange Station \$50 | <input type="checkbox"/> Other: _____ |

Part Four - Applicant Date, Signature, and Printed Name:

Date: _____

Applicant Signature :(X) _____

PRINT NAME: _____

Part Five - Processing and Payment Instructions:

Apply in person:
Development & Community Services Building
9875 North 85th Avenue
Peoria, Arizona 85345

All required documentation MUST be present with completed application and payment for permit(s) to be processed. Submit check or money order payable to "City of Peoria" for full amount.

ⁱ 901.6 Inspection, testing and maintenance.

Fire detection, alarm and extinguishing systems shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Non required fire protection systems and equipment shall be inspected, tested and maintained or removed.

901.6.1 Standards.

Fire protection systems shall be inspected, tested and maintained in accordance with the referenced standards listed in Table 901.6.1.

**TABLE 901.6.1
FIRE PROTECTION SYSTEM MAINTENANCE STANDARDS**

SYSTEM	STANDARD
Portable fire extinguishers	NFPA 10
Carbon dioxide fire-extinguishing system	NFPA 12
Halon 1301 fire-extinguishing systems	NFPA 12A
Dry-chemical extinguishing systems	NFPA 17
Wet-chemical extinguishing systems	NFPA 17A
Water-based fire protection systems	NFPA 25
Fire alarm systems	NFPA 72
Water-mist systems	NFPA 750
Clean-agent extinguishing systems	NFPA 2001

ⁱⁱ Section 105.7.13.2

Any person, corporation, partnership or other entity engaged in the business of design, install, monitor, sell, or service within the City of Peoria shall, obtain a permit from the Fire Department. The permit application shall include the following: Copy of State and City license, and Copy of Certification.

ⁱⁱⁱ 105.6 Required operational permits.

The fire code official is authorized to issue operational permits for the operations set forth in Sections 105.6.1 through 105.6.46.

^{iv} Section 104.3 Right of entry is hereby amended by adding the following:

The Fire Department shall inspect, as often as necessary, buildings and premises, including such other hazards or appliances designated by the Fire Chief for the purposes of ascertaining and causing to be corrected any of the conditions which would reasonably tend to cause fire or contribute to its spread, or any violation of the purpose or provisions of this code and of any other law or standard affecting fire safety. Any person who refuses entry for purposes of this provision shall be in violation of Peoria City Code Section 9-43(a) and subject to the penalties prescribed in Peoria City Code Section 9-42, including civil sanctions identified in 9-42(b).

^v Section 107.5 is amended by adding the following paragraph:

1. A fee (Table 9-33(d) Fees for Other Services) shall be assessed to the building owner or business occupancy for the annual inspection and for all re-inspections required to gain compliance with this Code.
 - i. If a building is occupied by a business occupancy that is different from the owner, then the business occupancy shall be required to pay the assessed inspection fees.
 - ii. If a building is occupied by the owner or is vacant, then the owner shall be required to pay the assessed inspection fees.
2. If a building is split into multiple occupancies, the inspection fees shall be assessed as follows:
 - i. Each separate business occupancy that is required to possess and maintain a City of Peoria business license shall be assessed inspection fees based on the square footage of the specified space within the building that has been issued a Certificate of Occupancy for such business. The owner shall not be responsible to pay the inspection fees for any separate business occupancy within the building.
 - ii. For all portions of a building that are not under the control of separate business occupancies subject to subsection (i), the owner shall be responsible to pay the inspection fees, which shall be calculated by adding together all of the square footage in those portions of the building.
3. A fee will not be charged for additional inspections that the Fire Chief deems necessary throughout the year.