



**ORANGE PARK FIRE DEPARTMENT**  
**SELF INSPECTION PROGRAM PRIOR TO CERTIFICATE OF**  
**OCCUPANCY INSPECTION IS PERFORMED**

**THE ATTACHED WORKSHEET SHALL BE COMPLETED, CORRECTIONS  
MADE BEFORE FORM IS RETURNED FOR CO INSPECTION**

- ❖ Review all items listed. If the item does not apply or no violation exists, check the line's box under "No Violation".
  
- 1. The business address is to be **at least** 6 inches in height. Suite designations are to be **at least** 3.5 inches in height.
- 2. The business address must be clearly visible and legible from the street.
- 3. The business address must be of a contrasting color to the wall behind.
- 4. A fire extinguisher with a minimum rating of 2A is required for all businesses, with at least one per floor level.
- 5. Fire extinguishers are to be inspected and tagged annually by a Florida licensed fire protection contractor. The tag is good 1 year from the month and year punched on the inspection tag.
- 6. Fire extinguishers must be readily visible.
- 7. Fire extinguishers must be wall-mounted.
- 8. Emergency lighting is required for business operating after daylight hours and for areas without windows for passive lighting. The lights have a test button or may be tested by turning their electrical circuit off.
- 9. Illuminated exit signs are required and may be tested in the same manner as the emergency lighting.
- 10. All electrical switches, outlets, junction boxes and electrical circuit panels must have protective cover-plates in place. Broken cover-plates are to be replaced.
- 11. Open spaces in the electrical service panel, created by missing circuit breakers or fuses, must be filled to protect exposed wiring.
- 12. The use of extension cords and multi-plug adapters in place of permanent wiring is prohibited. A surge protection adapter for computer type equipment is permitted.
- 13. Any holes in the ceiling or walls are to be repaired. Fire walls must have fire resistant materials equivalent to the existing construction.
- 14. All exits, pathways, corridors and aisles must remain clear and without obstruction while the business is open.
- 15. Merchandise and storage must be maintained in a neat and orderly arrangement. The overloading of a space or room is prohibited.
- 16. The interior storage of flammable liquids or gas is prohibited. This includes gasoline, propane gas, paints and solvents. These items may be stored in an exterior shed or room with vents to reduce the accumulation of vapors.
- 17. Fire alarm systems are to be inspected and tagged annually by a Florida licensed fire protection contractor. The tag is good 1 year from the month and year punched on the inspection tag.
- 18. A current inspection report for the fire alarm system, along with all previous inspection reports and the system's blueprints, must be kept on the premises and available for inspection in a logbook or file.
- 19. Fire sprinkler systems are to be inspected and tagged annually by a Florida licensed fire protection contractor. The tag is good 1 year from the month and year punched on the inspection tag.

- 20.** A current inspection report for the fire sprinkler system, along with all previous inspection reports and the system's blueprints, must be kept on the premises and available for inspection in a logbook or file.
- 21.** No storage is permitted within 18 inches of the bottom of the fire sprinkler head.
- 22.** A minimum of a 3 foot clear space is to be maintained in front of the electrical service panels at all times.
- 23.** If smoking is permitted, provisions for the safe disposal of smoking materials are required.
- 24.** KNOX-BOX Rapid Entry Systems installed and keyed as per Clay County specification. [www.knoxbox.com](http://www.knoxbox.com)

**SELF INSPECTION PROGRAM PRIOR TO CERIFICATE OF OCCUPANCY**

**DO NOT CALL TO REQUEST INSPECTION UNTIL ALL ITEMS ARE IN COMPLIANCE**

(To be completed by the owner, manager, or other responsible party)

**Please complete all lines on the form.**

Business Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

Building Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

**Main Inspection Points:**

**No Violation**

- 1 Address is at least 6" in height
- 2 Address is visible from the street
- 3 Address is in contrast to wall behind
- 4 Fire extinguisher with a 2A rating or better
- 5 Fire extinguisher inspection tag not over 12 months old
- 6 Fire extinguisher(s) are visible
- 7 Fire extinguisher(s) are wall-mounted
- 8 Emergency lights are working
- 9 Exit signs are illuminated
- 10 No missing cover-plate on electric switch, outlet, etc.
- 11 No open spaces in electrical panel, breakers are clearly marked
- 12 No extension cords and/or adapters in use
- 13 No holes present in walls and/or ceilings
- 14 Exits and pathways are clear
- 15 Storage is neat and orderly
- 16 No interior storage of flammable liquids
- 17 Fire alarm inspection tag is not less than 12 months old, if present
- 18 Fire alarm inspection log, if present
- 19 Fire sprinkler tag is less than 12 months old, if present
- 20 If sprinkler system present, inspection log is present
- 21 Storage is not within 18" of sprinkler head
- 22 Nothing within 3ft in front of electrical panel
- 23 Improper disposal of smoking materials
- 24 KNOX-BOX Rapid Entry Systems installed key for Clay County specs

**I hereby certify under penalty of perjury that the above information, to the best of my knowledge, is true and correct,**

Name: (Print) \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed prior to inspection and return at inspection time.**

**Call for inspection: Town of Orange Park Fire Marshal**

**Office: 904-278-2083 Cell: 904-451-4221 Between 8 am and 4 pm**