



CANBY FIRE DISTRICT

221 Pine Street
Canby, Oregon 97013
(503) 263-4281

20 COMMON FIRE CODE VIOLATIONS CHECKLIST

Dear Business Owner,

The Canby Fire District provides Fire and Life Safety Inspections to commercial businesses on a regular schedule. This list of the 20 most common fire code violations can assist with eliminating potentially dangerous conditions in your building, keeping your employees and our firefighters safe, reducing the possibility of injury and property loss. Please review this information and keep it in mind when making changes to your building or process.

Questions can be directed to our Fire Inspector at 503-263-4281 or to mcrawford@canbyfire.org

Sincerely,

The Canby Fire District

Building Exterior

- Address** – Address numbers should be plainly visible from the street side of the property.
- Fire Lanes** – Fire lanes are designated by the Fire Code Official. Signage for fire lanes must contain the verbiage in the City's Ordinance: "No Stopping, Standing, Parking, Fire Lane". Please refer to the insert provided in regards to fire lane sign installation requirements.
- Knox Box** – Your business may be required to have a Knox Box. If your business has a Knox Box, any time you re-key an entry door, contact your fire inspector so we can meet you to put a new key in the Knox Box. **Building Fire**

Protection Systems

- Fire Alarm Systems** – If your business is protected by a fire alarm system, the system needs to be inspected annually and a copy of the inspection report forwarded to the fire department. Any deficiencies noted in the report are required to be corrected.
- Fire Sprinkler Systems** – If your business is protected by a fire sprinkler system, the system needs to be inspected annually and a copy of the inspection report forwarded to the fire department. Any deficiencies noted in the report are required to be corrected.
- Unprotected Ceilings** – Ceiling tiles must be in place in buildings where fire sprinklers are installed or where structural building components are exposed. Ceiling tiles that are damaged or contain holes must be replaced.

Storage

- Combustible Storage too close to the ceiling** – In buildings with fire sprinklers, items should be at least 18 inches from the ceiling. In buildings with no fire sprinklers, items should be at least 24 inches from the ceiling.



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- **Combustible Storage too close to heating devices** – Keep combustible storage at least 36 inches away from any heat producing devices such as furnaces and water heaters.

Exiting, Emergency Lighting, and Electrical

- **Emergency Lights** – Emergency lights are required to function for at least 90 minutes when the power is out. When the test button is pushed, the light should remain on.
- **Exits** – Exits should be free from obstructions at all times so that building occupants are able to easily leave the building.
- **Exit Signs** – Exit signs should be lit at all times. When the test button is pushed, the light should remain on. Exit signs cannot be removed from the wall or ceiling at any time without Building Department approval.
- **Fire-rated Doors** – Fire rated doors must remain closed unless a hold-open device is tied into the building's fire alarm system. These doors cannot be blocked, must close on their own, and latch without assistance.
- **Electrical Panel** – Ensure that storage is kept at least 36 inches away from the front of electrical service equipment for the entire width of the panel. Any spaces that are missing a fuse or a breaker must be covered by an approved filler plate or blank.
- **Extension Cords** – Extension cords are not permitted to replace permanent wiring. Extension cords are for temporary use and should not be used to power permanent machinery and should be unplugged when not in use. Multi-plug power strips with long cords are an acceptable alternative to extension cords. Electrical cords cannot pass through doorways, walls, floors or ceilings. When an extension cord is permitted, it cannot be plugged into another extension cord.
- **Surge Protectors / Multi-Plug Power Strips** – Surge protectors and multi-plug power strips are not permitted to be plugged into other surge protectors or multi-plug power strips. Each surge protector or multi-plug power strip must be plugged directly into an outlet.
- **Open Electrical** – All junction boxes (light switches, outlets, open electrical boxes, etc.) are required to have a cover. All electrical wiring is required to be properly terminated and contained.

Miscellaneous

- **Fire Extinguishers** – Fire extinguishers are required to be serviced each year by a licensed fire extinguisher contractor. Fire Extinguishers are required to be mounted to the wall on a bracket or in a cabinet protected by glass and cannot be blocked by storage, furniture or any other object.
- **Signage** – Electrical rooms, Riser Rooms and Fire Alarm Control Panel Rooms are required to be permanently labeled with lettering at least 3 inches high in a color that contrasts with the color of the door.
- **Space Heaters** – Portable space heaters are not permitted in any commercial business.
- **Waste Accumulation** – Combustible trash and debris shall not be allowed to accumulate in buildings and cannot block exit doors.

Thank you for your commitment to your fire and life safety.

Canby Fire District is committed to creating safer communities through prevention, preparedness, and effective fire and medical emergency response.