

The Perrysburg Fire Division conducts routine annual fire inspections of businesses within the city. The Bureau of Fire Prevention & Risk Reduction has now instituted a small business **Self-Inspection Program** that you can do **On-Line**. The below form is a check list of the most common violations we find in accordance with the State fire codes and should be submitted to us annually. This will help you maintain a fire safe work place and also keep our records updated on your business. This checklist is to be completed by the business owner or their representative.

If an item is not applicable to your business, place **N/A** on the explanation line.

If you have any questions or concerns or need a fire safety inspector to come to your business please do not hesitate to call the fire department and speak with someone from the bureau 419-872-8071

We thank you for your assistance,

Lt. Tom Granata, OFE
Fire Inspector

[Click here to download the form in PDF format.](#)

If you do not have Adobe Reader to read these files you can download the free software that lets you view and print Adobe Portable Document Format (**PDF**) files.

[Adobe Reader Download](#)

City of Perrysburg Fire Division

Self Inspection Form



Business Name: Business Phone:

Business Address: Suite:

City, State, Zip: Fax:

Email Address:

Property Owner: Property Owner Phone:

Property Owner Address:

City, State, Zip:

Emergency Contact 1: Emergency Contact 1 Phone:

Emergency Contact 2: Emergency Contact 2 Phone:

Person Conducting Inspection:

Please enter any additional contact information in the space provided below:

Access & Premises

The address is placed in a position on the building that is plainly visible from the street.

Yes No (If No, Explain)

Is the exterior fire department access unobstructed?

Yes No (If No, Explain)

Is a 3' minimum clearance maintained around fire hydrants?

Yes No (If No, Explain)

Egress (Exiting)

Are exitways and doors easily recognizable, unobstructed and functional?

Yes No (If No, Explain)

Are exits and exit enclosures free from the storage of combustibles?

Yes No (If No, Explain)

Are doors with self-closing hinges maintained in the close position?

Yes No (If No, Explain)

Electrical

Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from shock hazards?

Yes No (If No, Explain)

Are circuit breakers/fuses properly labeled?

Yes No (If No, Explain)

The electrical panel is not obstructed and has a minimum of 30" clearance.

Yes No (If No, Explain)

No multi-plug electrical adapters. (not permitted in business locations)

Yes No (If No, Explain)

If multiple items are plugged in, is a power tap utilized with a built in circuit breaker and the power tap plugged directly into an outlet?

Yes No (If No, Explain)

Emergency Lighting, egress illumination

If emergency lighting is provided, is it maintained in operable condition?

Yes No (If No, Explain)

Is the means of egress illuminated when the building is occupied?

Yes No (If No, Explain)

Exit Signs

If exit signs are required, are they maintained illuminated?

Yes No (If No, Explain)

Does the battery back-up work? (push the test button)

Yes No (If No, Explain)

Fire Extinguishers

Is there access to fire extinguishers rated at a minimum of 2A-10BC?

Yes No (If No, Explain)

Is the travel distance from all portions of the building less than 75' to an extinguisher?

Yes No (If No, Explain)

Are all fire extinguishers visible and accessible?

Yes No (If No, Explain)

Have all fire extinguishers been serviced / tagged by a fire extinguisher company within the last twelve months?

Yes No (If No, Explain)

Are extinguishers properly mounted (4" off of the floor and no more than 42" above the floor to the top of the extinguisher?)

Yes No (If No, Explain)

Heat Producing Appliances

If portable electric heaters are used, are they used safely? Also are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles? (open flame, unvented heaters are not permitted).

Yes No (If No, Explain)

Housekeeping and Decorations

Is combustible rubbish removed from the building each day and placed in an approved container?

Yes No (If No, Explain)

Are oily rags stored in approved containers with lids?

Yes No (If No, Explain)

Are combustible decorations flame retardant?

Yes No (If No, Explain)

Mechanical Hazards

Is the venting for exhaust products of combustion intact for gas appliances (water heater, furnace, etc.)?

Yes No (If No, Explain)

Are safe clearances of 36" provided between combustibles and heat producing appliances?

Yes No (If No, Explain)

Smoke Detectors

If smoke detectors are required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified service company?

Yes No (If No, Explain)

Storage of Combustibles

Is the storage of combustible materials orderly?

Yes No (If No, Explain)

Are combustible materials not stored beneath stairwells or structure?

Yes No (If No, Explain)

Are boiler rooms, mechanical rooms and electrical panel rooms maintained without the storage of any combustible materials within?

Yes No (If No, Explain)

Storage of Compressed Gas Cylinders

If you have compressed gas cylinders (CO2, Oxygen, etc.) are they chained to prevent from falling?

Yes No (If No, Explain)

Storage of Flammable and Combustible Liquids

Are quantities in excess of ten gallons of flammable & combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?

Yes No (If No, Explain)

Are flammable liquids not stored near heat appliances, in basements or under stairwells?

Yes No (If No, Explain)

Name of person submitting this form:

Please check the following should your business request additional information.

I request an inspection from the Bureau of Fire Prevention & Risk Reduction.

I request information pertaining to extinguisher training for employees.

I request a follow up call concerning my inspection.

Additional Comments:

City of Perrysburg businesses are subject to an annual fire inspection by the fire division. Some businesses are inspected more frequently based upon business type and occupancy. The intent of the business self inspection program is to help the business owner/operator maintain a safe and fire hazard free workplace. The Ohio Fire Code is used to establish fire safety requirements.

Common Areas of Concern:

- Obstruction, identification and protection of fire hydrants and fire protection equipment.
- Maintenance of approved fire lanes and apparatus access roads.
- Visible and legible building address.
- Maintenance of required fire extinguishers.
- Clear and accessible exits with working exit signs.
- Appropriate storage and handling of combustible material.
- Proper use of approved extension cords.
- Proper handling and storage of hazardous materials.
- Self Inspection Checklist - [Download the Self Inspection Checklist](#) (PDF, 32 kb)

If you have questions regarding the Perrysburg Fire Division Business Self Inspection Program, please call 419-872-8071.
