



# Poway Fire Department Fire Prevention Bureau

## Information Sheet for Business Certificate Applicants

Upon issuance of a new Business Certificate, the Poway Fire Department will perform an initial inspection of your business and premises to verify compliance with the California Fire Code. To assist you in preparing for your inspection, the following items will be checked during inspection:

- The address on the building shall be visible from the street, numbers shall contrast with their background; suite numbers shall be above front entry and contrast with background. Rear doors shall be labeled with address and suite number. Size of numbers to be determined during approval process prior to occupancy.
- When a keyed lock is used at the front entry/exit, provide a sign over the front door stating "This Door Must Remain Unlocked During Business Hours"
- With the exception of the front entry/exit all locking hardware must be single-action, requiring only one motion to unlock the door and exit. The use of thumb-turn deadbolts is allowed only when inner-connected to the door handle.
- Exit doors shall not be locked, chained, bolted, barred, latched or otherwise rendered unusable. Manually operated flush/surface bolts are prohibited.
- When the building is equipped with illuminated exit signs, they shall be maintained at all times.
- A 2A:10BC fire extinguisher is required in any office area and may serve a maximum of 3,000 square feet with a travel distance no greater than 75 feet. Larger rated fire extinguishers are required as determined by the fire department for areas such as warehouses, workshops, etc.
- Fire extinguishers shall be wall mounted 3.5 to 5 feet from the floor in the path of egress. Fire extinguishers are to be readily accessible and visible at all times.
- All fire extinguishers are required to be serviced annually by a state licensee and shall have a service tag with the State Fire Marshal's seal attached to extinguisher dated within the past year.
- A Class K fire extinguisher is required for commercial cooking applications.
- Where required, a hood and duct fire suppression system for commercial cooking applications requires semi annual service (every six months) by a state licensee.

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- The use of extension cords as a substitute for permanent wiring is prohibited. Extension cords shall be used only temporarily and with portable appliances: all large fixed appliances and machinery must be plugged directly into their own wall receptacle. Surge protectors may be used for electronic equipment with cords no longer than six-feet.
- Thirty inches of unobstructed access shall be maintained in front of all electrical panels.
- A permit for the use, storage, and handling of flammable liquids in excess of five-gallons is required from the fire department. Flammable and combustible liquids must be stored in their original unopened containers. Once opened, flammable liquids must be stored in approved safety containers. Storage in excess of ten-gallons must be in an approved flammable liquids storage cabinet.
- Use, storage and handling of hazardous materials - A business plan must be on file at the San Diego County Health Department – Hazardous Materials Division. A fire department permit may be required.
- General housekeeping - aisles and exitways must be kept clear.
- Occupant load sign is required if maximum occupancy is greater than 49 persons.
- A Permit to Operate may be required for specific uses.
- If a fire alarm system is in the building, annual service from a state licensed fire alarm company is required.
- Sprinkler systems – If the building is equipped with a fire sprinkler system, tenant improvement work may require alterations to the sprinkler system – this will be verified by the Fire Inspector. The system requires quarterly maintenance, annual service, and state certification every five years.
- Warehouse Operations – All rack storage that is eight feet tall and higher requires a permit through the City of Poway Building Department prior to installation. This will insure proper design methods that require minimum compliance of seismic anchoring, structural design and load bearing capabilities, as well as proper aisle spacing and related exiting requirements. As the height increases in rack storage, other requirements and permits will be required from the fire department.
- The parking of motor vehicles in warehouses is prohibited unless the warehouse meets the requirements for mechanical ventilation and occupancy separation.

If you have questions, please call the  
**Poway Fire Department Fire Prevention Division at 858-668-4470**