

**Shreveport Fire Department
Fire Prevention Division
318-673-6740**

**Fire Code Requirements for
Apartment Occupancies**

This checklist should not be considered an all inclusive list. However, it provides some of the basic regulations governing the operation of Apartment Complex Occupancies, but clearly does not cover all regulations. If you have any questions or concerns, please contact the Shreveport Fire Prevention.

1. Cooking On Balconies

- No hibachi, gas fired grill, or similar devices that produces a flame (internal or external) used for cooking, heating, or other purpose, shall be used or kindled on any balcony or under any overhanging portion or within 10 (ten) feet of any structure.
- Listed electric ranges, grills, or similar electric apparatus shall be permitted.

2. Motorcycles and Other Objects On and Under Stairways

- Parking motorcycles and/or other objects on or under stairways that contains combustible or flammable liquid are not allowed.
- Storage of large quantities of ordinary combustibles is not allowed.
- Obstruction of passage to or on stairways shall be a violation.

3. Dryer Vents

- Shall be cleaned from the dryer to the termination of the exhaust vent on an annual basis.
- Work must be documented along with the method used and the person assigned the task.

4. Chimney Maintenance

- Shall be inspected annually.
- If necessary cleaned, at least once a year, or more frequently as required to insure adequate draft, clearance, soundness and freedom from combustible deposits.
- Record of service is required.

5. Private Fire Hydrant

- Must be serviced annually.
- Service must be performed by a licensed and bonded plumbing contractor.
- Must be clear of obstructions including vegetation and must be visible.
- A clearance of 18 inches must be maintained from the center of largest hose connection to the surface.

6. Smoke Detectors

- Working smoke detectors are required to be properly installed in all living units.
- A semi-annual test shall be performed and documented to ensure detectors are functioning properly.
- If found to be impaired smoke detectors shall be repaired or replaced immediately.
- Civil and/or criminal action may be taken against anyone that interferes with the operation of the detector.

7. Emergency Instructions

- Emergency instructions shall be provided annually to each dwelling unit to indicate the location of alarms, egress paths, and actions to be taken, both in response to a fire in the dwelling unit and in response to the sounding of the alarm system.

8. Fire Lanes

- Fire lanes shall be properly marked, maintained and clear of obstructions.

9. Electronic Gated Access

- If access to property is through an electronic gate the gate shall be equip with an Emergency Vehicle Access Control System in accordance with the city of Shreveport's Code of Ordinance, Section 30-203.

10. Fire Extinguishers

- A min (1-A:10-B:C) fire extinguishers shall be mounted in a conspicuous accessible location in all units.
- A min (2-A:10-B:C) fire extinguisher shall be mounted in all common areas unless otherwise approved by Shreveport Fire Prevention.
- Shall be inspected for proper maintenance annually by individuals licensed by the LA State Fire Marshall's Office.
- Extinguishers shall be recharged or replaced after each use.

11. Fire Alarm Systems

- Fire alarm systems shall be maintained in an operative condition at all times, and replaced or repaired immediately when necessary.
- An annual inspection shall be performed by individuals licensed by the LA State Fire Marshall's Office.
- Immediately notify Shreveport Fire Prevention if fire alarm system becomes non-operational or will be down for more than four hours.

12. Sprinkler Systems

- Sprinkler systems shall be maintained in an operative condition at all times and replaced or repaired immediately when necessary.
- An annual inspection shall be performed by individuals licensed by the LA State Fire Marshall's Office.
- Immediately notify Shreveport Fire Prevention if fire alarm system becomes non-operational or will be down for more than four hours.
- Always maintain 18-inch clearance between sprinkler head and storage.

13. Stove-top Fire Suppression Systems

- Approved, Self activating fire extinguishing devices designed for residential stove vent hoods shall be maintained in accordance to manufactures guidelines or applicable code in all apartment residences.

Management must furnish Fire Prevention with documentation of all inspections and work performed. Any violation of the aforementioned shall be subject to fines and penalties imposed by apartment management and or penalties and fines not to exceed \$500 per incident and/or a maximum jail sentence of 30 days imposed by law.

Thank you in advance for your cooperation and continued interest in fire prevention.