



SHREVEPORT FIRE

D E P A R T M E N T

263 North Common Street, Shreveport, LA 71101
Phone: 318/673-6650 • FAX: 318:673-6656 www.shreveportfire.org

Fire Prevention Inspection Division

Fire Code Requirements

General Business Occupancies

This checklist provides some of the basic regulations governing the operation of **General Business Occupancies**. It is not possible to cover all regulations. If you have questions or concerns, please call or fax the Shreveport Fire Prevention Division at **(318) 673-6740** or fax **(318) 673-6744**.

1. Permits

- A. A valid certificate of occupancy from Zoning is required.
- B. Any renovation to the occupancy shall be authorized by the Building Department and Fire Prevention.

2. Exits

- A. Doors must be unlocked and unblocked when building is occupied.
- B. Required width of an exit or pathways shall be unobstructed.
- C. Exit signs must be illuminated.
- D. Panic hardware on exit doors must operate as designed.

3. Fire Lanes and Access

- A. Properly marked and clear of obstructions.

- B. Limited access control gates installed must meet requirements of the Gate Code Ordinance.
- C. Access Box or Boxes shall be installed in an accessible location where access to or within a structure or area is difficult because of security.

4. Fire Extinguishers

- A. Typically, one 2A-10BC extinguisher is required for every 3,000 sq. ft. of floor space or within 75 ft. of travel distance. Special hazards may have additional requirements.
- B. Fire extinguishers shall be mounted in conspicuous accessible locations. When mounted, bottom of the extinguisher must be at least 4 in. from the floor and the top no greater than 5 ft above the floor. Top shall be no greater than 3.5 ft. if extinguisher weighs more than 40 lbs.
- C. Fire extinguishers must be inspected for proper maintenance annually by a state licensed individual or company.
- D. Fire extinguishers shall be recharged or replace after use by a state licensed individual or company.

5. Fire Alarm/Detection Systems

- A. Approved fire alarm system shall be installed in accordance to NFPA 72 National Fire Alarm Code.
- B. Systems shall be maintained in an operative condition at all times, and replaced or repaired when defective by State licensed individuals. Immediately notify the Shreveport Fire Department at **(673-6740)** if fire alarm system becomes non-operational or is out of service for more than four (4) hours in a twenty four (24) hour period.
- C. Written operating instructions provided and maintained at an approved location.
- D. Manual alarms and smoke alarms shall be tested at least annually and after modifications by state licensed individuals.

6. Sprinkler Systems

- A. Approved sprinkler systems shall be installed in accordance to FPA 13.
- B. Systems shall be maintained in approved working condition and repaired when defective by a State licensed individual. Immediately notify the Shreveport Fire Department at **(673-6740)** if system become non-operational

or is out of service for more than four (4) hours in a twenty four (24) hour period.

- C. Identify controls, drains, and test control valves with approved signage.
- D. Access to valves and/or fire department connections shall not be obstructed.
- E. A sprinkler wrench must be provided. Spare sprinkler heads of the same types and ratings installed in the building shall be provided for a system as follows:
 - 1). Less than 300 system heads, a minimum of 6 spare heads.
 - 2). 300 to 1000 system heads, a minimum of 12 spare heads.
 - 3). Over 1,000 system heads, a minimum of 24 spare heads.
- F. Maintain an 18-inch clearance between sprinkler heads and storage.
- G. Systems shall be tested at least annually.

7. Flammable Liquids

- A. Post “No Smoking” signs in all areas where smoking or open flames might be hazardous.
- B. Store flammables in approved containers and must not exceed allowable quantities. Amounts in excess of ten (10) gallons shall be stored in approved cabinets or rooms.
- C. Flammables shall not be stored near exit doorways, stairways, or other locations that would impede egress.
- D. Flammable spray finishes may not be applied outside of an approved spray booth or room.

8. Storage

- A. Storage shall be maintained 2 ft. or more from the ceiling in non-sprinkler areas of buildings.
- B. Storage is prohibited in boiler rooms, electrical rooms, mechanical rooms, stairwells, exit ways, and within 10 feet of incinerators.
- C. Outside storage of combustible materials shall not be located within 10 ft. of a property line.

D. Combustible storage in the open shall not exceed 20 ft. in height.

9. Kitchens

- A. Fire extinguishing systems must be installed to protect commercial cooking equipment that produces grease-laden vapors.
- B. If vent hood has a fire-extinguishing system, one K Class fire extinguisher must be provided within 30 feet.
- C. Fire extinguishing systems must be serviced at least every 6 months and after activation.
- D. Maintain stove and vent hoods free of grease.

10. Miscellaneous

- A. Remove combustible trash daily.
- B. Combustible decorations must be flame proof /frame retardant.
- C. Maintain a 24-inch clearance between storage and ceiling.
- D. Provide cover plates for all electrical panels, outlets, boxes, and junctions.
- E. Extension cords shall not be utilized in place of permanent wiring.
- F. Post a correct address visible from the street. In complexes with multiple buildings, each building must be designated.
- G. Secure compressed gas cylinders in an upright position.
- H. Gas-fired appliances must be properly vented to the outside, have approved flex-type connections, and have cut-off valves.
- I. Replace all missing or broken electrical outlets or switch covers.
- J. Keep all fire rated doors closed at all times.
- K. Replace all missing ceiling tiles.
- L. Contact Fire Prevention concerning display of live Christmas Trees within occupancy.