



Monterey Park Fire Department

Guideline for Business Occupancies Fire Clearance Requirements (B-Occupancy)

PURPOSE

It is the intent of this guideline to provide the minimum requirements for business occupancies in a business setting for the purpose of professional or service-type transactions in the jurisdiction of the City of Monterey Park.

SCOPE

This guideline provides the minimum requirements for Business Group B occupancy, includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service-type transactions, including storage of records and accounts.

REQUIREMENTS

The Monterey Park Fire Department requires a fire clearance inspection to be scheduled and completed. To schedule an appointment, contact the Fire Prevention Division at (626) 307-1308.

GENERAL REQUIREMENTS

Buildings shall have approved address numbers so as to be plainly legible from the street or road fronting the property.

Key Box- Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving or firefighting purposes, an approved Key Box shall be provided. Key box shall be installed on gates and similar barriers when required by the Fire Department. Authorization/order forms for Knox products may be obtained electronically through the Knox Box website: <https://www.knoxbox.com/>

FIRE PROTECTION SYSTEMS

Portable fire extinguishers with a minimum of 2A-10BC rating shall be provided with an approved State Fire Marshal tag from a state licensed contractor. The maximum travel distance to any extinguisher shall not exceed 75 feet. A licensed contractor shall service and tag fire extinguishers annually.

Fire suppression system (fire sprinklers, standpipes, fire alarms, etc.) components shall be maintained in an operable condition and maintained clear of obstructions.

Fire sprinkler and standpipe systems shall be inspected, tested and maintained in accordance with the California Code of Regulations, Title 19. You can view the regulations by visiting: <http://osfm.fire.ca.gov/pdg/fireengineering/fe/AESLawsRegs.pdf>.

A 5-year certification report (by state licensed contractor) is required for buildings with fire sprinkler and standpipe systems. Annual and quarterly records shall be maintained and provided to the Fire Department.

Fire Alarm systems shall be tested annually (by state licensed contractor) and maintained in working conditions, a record of the inspection, testing and maintenance report shall be provided to the Fire Department.

Commercial cooking systems shall be serviced and certified by a state licensee semi-annually. A record of the inspection, testing and maintenance report shall be provided to the Fire Department.

ELECTRICAL HAZARDS

Identify and LABEL ELECTRICAL ROOMS AND PANELS.

Extension cords shall not be used as a substitute for permanent wiring. Surge Protectors can be used if plugged in directly to an electrical outlet. Surge protectors shall not be “piggybacked” or plugged into one another. Multiplug adapters, such as cube adaptors, unfused plug strips, or other devices not complying with the California Electrical Code are not permitted.

A clear and unobstructed means of access with a minimum width of 30 inches and height of 78 inches shall be maintained in front of all electrical panels.

Always be aware of ignition sources. Do not leave unnecessary electrical or mechanical equipment running when there is no one in attendance.

EXITS

Exit Doors - Shall **swing in the direction of the path of exit travel**. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. Exit doors **shall not** be locked, chained, bolted, barred, latched or otherwise rendered unusable. Exit doors shall not be provided with a latch or lock unless it is panic hardware. **Exception:** The main exit door, or one leaf of a pair of main exit doors, may be provided with a key-locking device, provided a readily visible sign is adjacent to the doorway stating **“THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS”**.

Exit Signs- Shall be provided where two or more exits are required from a room or area. Signs shall be readily visible from any direction of approach. Exit signs shall be internally or externally **illuminated** at all times. In case of primary power loss, exit signs must remain illuminated for duration of not less than 1½ hour by being connected to batteries or emergency generator. **Exception:** Approved self-luminous signs that provide continuous illumination independent of an external power source.

Emergency Lighting- Businesses with an occupant capacity of 100 or more shall be provided with emergency lighting.

Means of Egress – Exits shall not be obstructed in any manner and shall remain free of any material or matter. Exit access, exits, or exit discharges shall be free from obstructions or impediments to full instant use in the case of an emergency.

Aisles- Minimum clear aisle width shall be maintained not less than 36 inches.

STORAGE

Shall remove storage or obstructions from Exits, Aisles, and Stairways.

Arrange storage in an orderly manner and provide for exiting and Fire Department access.

All storage shall be kept 36 inches or more below the ceiling in non-sprinklered areas of building and 18 inches below sprinkler deflectors in sprinklered areas of building.

Keep the area around heating equipment and water heaters free of combustibles. Be aware of any storage near these appliances.

Remove storage from water heater, electrical, mechanical, and boiler rooms. Shall not have storage in fire alarm control room or fire sprinkler riser room.

Practice good overall housekeeping habits. This is probably the most beneficial effort, from a fire safety point of view, you can do for your business.

MISCELLANEOUS

Maintain interior fire resistive walls, ceilings and doors.

Compressed gas cylinders shall be adequately secured.

Use of over 5 gallons of flammable liquids shall require a Fire Department permit.