



INSPECTION CHECKLIST

Mercantile Occupancies

Y = Meets Requirements; N= Does Not Meet Requirements



Y N

EXTERIOR:

- Fire Lanes marked/unobstructed (MSFC 503.3, 503.4)
- Address visible (MSFC 505.1)
- Fire hydrants/water supply accessible (MSFC 507)
- Combustible accumulations/storage acceptable (MSFC 304.2, MSFC 315.4)
- F.D. key box present/maintained (MSFC 506)
- F.D. connections visible/maintained (MSFC 912)
- Gas meter/piping protected against impact (MSFC 312, 603.9)
- Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (MSFC 304.3.3)

EXIT FEATURES/MEANS OF EGRESS:

- Adequate number of exits (MSFC 1004.2, 1006, 1016, 1104.25)
- Exits, aisles, & corridors free of obstructions (MSFC 1031.3)
- Exit doors open from inside (MSFC 1010.1.9)
- Exit signs present (MSFC 1013, 1104.3)
- Emergency lighting present & operational (MSFC 1008, 1104.5)
- Interior finish acceptable (MSFC 803, 804)
- Exit corridors rated (MSFC 1020.1, 1104.17)

CONSTRUCTION FEATURES:

- Fire rated construction present/maintained (MSFC 701, 703)
- Incidental use areas separated/sprinklered (MSFC 1105.3)
- Rated fire doors operational (MSFC 704.2)
- Vertical openings protected (MSFC 1103.4)

STORAGE/MERCHANDISE DISPLAY:

- Storage neat and orderly (MSFC 315.3)
- Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (MSFC 315.3.3)
- Attic storage (MSFC 315.3.4)
- Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (MSFC 315.3.1)
- Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (MSFC 304.3.1)
- Proper high piled storage requirements if products displayed over 12' in height (MSFC Chap. 32)

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- Safety containers if used (MSFC 5705.2.4)
- Not stored/kept near exits (MSFC 5704.3.3.3)
- No sources of ignition (MSFC 5704.2.4)
- Quantities >10 gals in cabinet (MSFC 5704.3.4.4)
- No basement storage unless sprinklered (MSFC 5704.3.5.1)
- Adequate ventilation (MSFC 5705.3.7.5.1)

Y N

HAZARDOUS MATERIALS:

- Compressed gas cylinders secured (MSFC 5303.5)
- Rooms/areas properly labeled (MSFC 5003.5)
- Acceptable quantities (MSFC 5003.1.1)
- Separation of incompatible materials (MSFC 5003.9.8)

UTILITY/MECHANICAL/HVAC:

- Shut off valves present on gas appliances (MSFC 603.1)
- Approved piping, connections & appliances used (MSFC 603.1.2)
- Combustion air supply/venting present (MSFC 603.1)
- Adequate clearance between combustibles and appliances (MSFC 315.3.3, 603.5.3)
- Commercial hood ducts/filters are clean (MSFC 607.3.3)

SPRINKLER SYSTEM:

- Coverage is adequate (MSFC 903.3.1)
- Controls are readily accessible (MSFC 509.2)
- Valves locked open (MSFC 903.4.4)
- System and valves supervised [>6 sprinklers new, ≥ 100 in existing] (MSFC 903.4)
- Heads in good condition (MSFC 903.3.1)
- Wrench/spare sprinklers present (MSFC 903.3.1)
- Tested/inspected at least annually (MSFC 901.6.1)
- Riser/pump rooms labeled (MSFC 509.1)

FIRE ALARM & DETECTION SYSTEMS:

- Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (MSFC 901.6, 901.7)
- Detectors properly installed (MSFC 907)
- Tested/inspected at least annually (MSFC 907.8)
- Fire alarm system installed where required (MSFC 907.2.7)

OTHER FIRE PROTECTION SYSTEMS:

- Standpipes needed (MSFC 905, 1103.6)
- Standpipes/hose in good condition (MSFC 905.2)
- Adequate coverage (MSFC 905.2)
- Hood system fuel shutoff present (MSFC 904.12.2)
- Hood system properly maintained/serviced (MSFC 607.3 & 904.12.5)

ELECTRICAL:

- No electrical hazards (MSFC 604.1, 604.6)
- Appliances/fixtures in good condition (MSFC 604.7)
- Overcurrent protection present (MSFC 604.1)
- Multi-plug adapters per NFPA 70 (MSFC 604.4)
- Extension cords not substituted for fixed wiring (MSFC 604.5)
- Power strips properly used (MSFC 604.4.1)
- Access/clearance to electrical panels (MSFC 604.3)
- Electrical Rooms labeled (MSFC 604.3.1)

FIRE EXTINGUISHERS:

- Readily accessible (MSFC 906.5)
- Travel distance not exceeded (MSFC 906.1, 906.3)
- Tested/inspected at least annually (MSFC 901.6.1)

Version 3.0 effective March 31, 2020

This checklist is intended as a guide to assist fire inspection personnel in identifying general fire and life safety hazards, other possible code requirements may apply. Please refer to other checklists for information on certain occupancies/topics.

MSFC = Minnesota State Fire Code

CODE SUMMARY

Mercantile Occupancies

COMMON OCCUPANT LOAD FACTORS (MSFC 1004.1):

Business/Office Areas	150 sq. ft/person (gross)	Mechanical Areas	300 sq. ft/person (gross)
Mercantile Areas	60 sq. ft/person (gross)	Storage Areas	300 sq. ft/person (gross)
Locker rooms	50 sq. ft/person (gross)		

EGRESS FEATURES:	UNSPRINKLERED:	SPRINKLERED:	REFERENCE SECTION:
Egress Width – Stairs (in./occupant)	0.3	0.2 *	MSFC 1005.1 * Voice alarm reduction
Egress Width – Other (in./occupant)	0.2	0.15 *	MSFC 1005.1 * Voice alarm reduction
Minimum Aisle Width – Public Areas (in.)	36	36	Refer to MSFC 1005.1 for actual figures
Minimum Aisle Width – Non-Public Areas (in.)	36/28	36/28	MSFC 1018.2.2 (Can be 28" for aisle serving less than 50 people)
Common Path of Travel – new (ft.)	75	75	MSFC 1006.2.1
Common Path of Travel – existing (ft.)	75	100	MSFC 1104.20
Dead-End Limit – new (ft.)	20	50	MSFC 1020.4 Unlimited allowable if length < (2.5 x width)
Dead-End Limit – existing (ft.)	50	50	MSFC 1104.17.4 Unlimited allowable if length < (2.5 x width)
Exit Access Travel Distance (ft.)	200	250	MSFC 1017.1 – N; 1104.19 – E
Corridor Fire-Rating Req. – new (hr.)	1	0	For > 30 occupants. MSFC 1020.1
Corridor Fire-Rating Req. – exist. (hr.)	1	0	For > 30 occupants. MSFC 1104.17.1

COMMON OCCUPANT LOAD FACTORS:

2nd Exit Required - more than 49 occupants OR common path of travel exceeds 75 ft (MSFC 1006.2.1) / 100 ft in existing sprinklered (MSFC 1104.20)

3rd Exit Required - 501 to 1,000 occupants (MSFC 1006.2.1.1 & 1104.25.2)

4th Exit required - 1,001 or more occupants (MSFC 1006.2.1.1 & 1104.25.3)

SPRINKLER SYSTEM REQUIRED:

Is required if any of the following exist:

- Exceed building code height & area limits,
- Windowless/basement/below grade area provisions apply,
- Group M fire area exceeds 12,000 sq. feet,
- Group M fire area is located more than three stories above grade plane,
- Combined areas of all Group M fire areas on all floors including mezzanines exceeds 24,000 sq. feet,
- Group M display and sales of upholstered furniture or mattresses exceeds 5000 sq. feet,
- There will be high-piled combustible storage of merchandise.

NOTE: Sprinklers can be an alternative to fire department access roads and inadequate water supplies.

FIRE ALARM SYSTEM AND DETECTION REQUIRED:

Not required in new or existing occupancies.

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