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 909.1.6, 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:
<table>
<thead>
<tr>
<th>UNSPRINKLERED</th>
<th>SPRINKLERED</th>
<th>REFERENCE SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Egress Width – Stairs (in./occupant)</td>
<td>0.3</td>
<td>0.2 *</td>
</tr>
<tr>
<td>Egress Width – Other (in./occupant)</td>
<td>0.2</td>
<td>0.15 *</td>
</tr>
<tr>
<td>Minimum Aisle Width – Public Areas (in.)</td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td>Minimum Aisle Width – Non-Public Areas (in.)</td>
<td>36/28</td>
<td>36/28</td>
</tr>
<tr>
<td>Common Path of Travel – new (ft.)</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Common Path of Travel – existing (ft.)</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>Dead-End Limit – new (ft.)</td>
<td>20</td>
<td>50</td>
</tr>
<tr>
<td>Dead-End Limit – existing (ft.)</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Exit Access Travel Distance (ft.)</td>
<td>200</td>
<td>250</td>
</tr>
<tr>
<td>Corridor Fire-Rating Req. – new (hr.)</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Corridor Fire-Rating Req. – exist. (hr.)</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

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.