

The intent of this checklist is to provide you with the required documentation of inspections and tests of fire safety equipment (as applicable for your building) available at the time of inspection. Please note that some equipment may have monthly requirements that must be documented in addition to annual and semi-annual requirements. Please consult with your Fire Prevention Contractors and/or this office if assistance or clarification is needed.

We will review documentation and test reports for:

- Quarterly sprinkler system tests
- Semi-annual fire alarm system tests
- Monthly emergency lighting tests

In addition to the required inspection and test reports, the following are some of the items that we will check during the inspection process:

- Means of Egress:
  - Exit doors
  - Exit access
  - Exit discharge
- Sprinkler head obstruction
- Electrical cord use
- Electrical panel access
- Handrail height & detail
- Door locking arrangement

The Bristol Fire Marshal's Office will offer assistance to help you achieve compliance with the Connecticut State Fire Safety Code.

*This pamphlet was prepared by the City of Bristol Fire Marshal's Office. It may or may not reflect the opinions and/or views of the State Fire Marshal's Office. The information in this pamphlet can change without notice.*



**FIRE MARSHAL'S OFFICE**  
181 North Main Street  
Bristol, CT 06010

**860-584-7964**  
**Office Hours:**  
**Monday-Friday**  
**7:30 am - 5:30 pm**



## City of Bristol FIRE MARSHAL'S OFFICE



### COMMERCIAL BUILDINGS MAINTENANCE & INSPECTION FIRE PROTECTION CHECKLIST FOR BUILDING OWNERS AND FACILITY MANAGERS

**Kristopher Lambert**  
**Fire Marshal**  
860-584-7964, EXT 8102

## OBJECTIVE

Commercial occupancies for the purpose of this pamphlet shall include but are not limited to: Assembly Occupancies, Educational Occupancies, Health Care Occupancies, Detention and Correctional Occupancies, Mercantile Occupancies, Storage Occupancies, Day Care Occupancies, and Mixed Occupancies. Bristol has more than one thousand commercial type buildings that need to be inspected on an annual basis. By conducting these inspections, we are complying with the law and making Bristol a safer place to live, work and conduct commerce. Compliance can be achieved through mutual respect and cooperation from all parties involved.

## PROCEDURES

Inspections of Commercial Buildings can be initiated by any of the following actions.

1. A fire or other emergency in a commercial building that the Bristol Fire Department has responded to
2. A request from the owner of the building.
3. A complaint from the owner or tenant of the building.
4. Additions made to, or buildings used as a commercial occupancy.
5. Alternatives, modernizations, or renovations of existing commercial buildings.
6. Change from another occupancy to a commercial building.
7. An annual inspection in accordance with Connecticut General Statutes.

In most of the cases above the owner will be contacted by a written request letter or by telephone that an inspection needs to be conducted on said property. A mutually agreed upon date and time is then established. Normal inspection hours are Monday to Friday from 9:00 a.m. to 3:30 p.m. Once the inspection has been completed a letter will be sent to the owner detailing the findings of the inspection. If needed, an informational meeting can be setup between the owner and the inspector clarifying the inspection report.

## MOST COMMONLY ASKED QUESTIONS

**Q: I received a letter requesting an inspection, why am I being singled out?**

**A:** You are not, routine inspections required by State Statute are being conducted systematically throughout the City.

**Q: What constitutes a commercial building?**

**A:** Basically any store, office, hospital, convalescent home, restaurant, bar, bowling alley, social clubs, or factories and warehouses.

**Q: My Building is old, is it grandfathered?**

**A:** There is no "grandfathering". The building either falls under the categories of new or existing. All buildings are and is subject to the State Fire Safety Code (SFSC).

**Q: My store/office is a condominium, is this still a commercial building?**

**A:** Yes, "condominium" is a form of ownership, not occupancy. For example, there are condominium warehouses, condominium apartments and condominium offices.

**Q: What if I don't want my building inspected?**

**A:** It is a state law that commercial buildings must be inspected. Entry can be gained by the Fire Marshal through an Administrative Search Warrant if necessary but there is no need to deny us entry, we are here for your safety and the safety of others. Mutual cooperation is essential for the process to work effectively.

**Q: I have received an abatement order/letter for corrections to be made, but I don't feel some items are necessary for Life Safety. What can I do?**

**A:** An abatement order is issued when conditions on the property do not meet the minimum standards for the occupancy, as referenced in the CSFPC (CT State Fire Prevention Code) or CSFSC (CT State Fire Safety Code). If you disagree with the assessment, you may appeal the abatement at the State level through the Codes and Standards Committee. The Connecticut State Fire Marshal's website has information on how to apply for an appeal. <http://www.ct.gov/dcs/cwp/view.asp?a=4489&q=530894>

**Q: What happens if I don't fix what's wrong with my commercial building?**

**A:** It is expected that the repairs will be made. Serious Life Safety issues must be corrected immediately. Other issues will be given a generous period of time to complete repairs, but failure to comply with the State Fire Safety Code can result in criminal proceedings. With mutual respect and cooperation this can be avoided. The Bristol Fire Marshal's office will keep a record of any and all outstanding fire code violations in the property file.

**Q: I need more time to complete repairs, what can I do?**

**A:** An extension of time can be granted by the local Fire Marshal. A form must be filled out explaining the reasons for the request. Lack of funds (money) will not be considered as an appropriate reason.

**Q: Who is responsible for the maintenance of Fire protection equipment in the commercial building?**

**A:** The owner of the building, unless a legal document (lease) states otherwise.

**Q: What is the State Fire Safety Code (SFSC)?**

**A:** The SFSC is the National Fire Protection Association (NFPA) 101 Life Safety Code 2012 ed. with Connecticut Supplement. For new buildings, in which a building permit was issued after Dec. 31, 2005; the SFSC is the International Fire Code (IFC) 2012 edition with CT Amendments.

**Q: Are Building Permits required for repairs?**

**A:** Most of the time building permits are required. Check with the Building Department to determine if a permit is required. 860-584-6215 Business hours are Monday-Friday from 8:00 a.m. - 4:30 p.m.