



**FIRE SAFETY CHECKLIST FOR ASSEMBLIES/LIQUOR LICENSE**  
 OFFICE OF ATTORNEY GENERAL  
 NORTH DAKOTA STATE FIRE MARSHAL  
 SFN 16838 (12-2020)

The International Fire Code (IFC), 2018 Edition has been adopted by the North Dakota State Fire Marshal's Office as rules for the fire prevention of the State of North Dakota. Fire code violations shall be corrected immediately. Fire codes listed are not a comprehensive list and do not encompass all applicable codes. The noted code sections are commonly encountered and generally applicable to commercial buildings being used for assembly purposes.

Facility	Owner/Responsible Party Name		
Address	City	State	ZIP Code
Email Address	Telephone Number		
The occupant load is the total number of persons that may occupy a building at any time. To calculate occupant load, determine the square footage of the concentrated use area (i.e. dance floor) and the square footage of the non-concentrated area (i.e. tables and chairs).	A minimum number of exits is required based on the occupant load. IFC 1006.2	The exit capacity must be sufficient to accommodate the occupant load. To calculate the exit capacity, determine the total width in inches of all exits and divide by 0.2.	
Concentrated Use Area: <input type="text"/> sq ft / 7 = <input type="text"/>	Occupant Load	Minimum Number of Exits	Total Exit Width: <input type="text"/>
Non Concentrated Use Area: <input type="text"/> sq ft / 15 = <input type="text"/>	50-500	2	/ 0.2
	501-999	3	Exit Capacity: <input type="text"/>
	1000 or more	4	

	Compliant	Non-compliant
<b>Means of Egress Sizing - IFC 1005</b> The exit capacity is equal to or greater than the occupant load, as calculated.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Number of Exits Required - IFC 1006.2</b> Minimum number of exits required are provided.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exit signs and Egress Lighting - IDFC 1104.3 &amp; 1104.5</b> Exit signs and egress/emergency lighting are installed as required to mark and light exits, and have emergency power back-up.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Exit Size and Requirements - IFC 1104.7</b> Exit/Egress doors are at least 28 inches in clear width, require no more than 5 lbs of force to open, and require a single action and no special knowledge or effort to open. Exits are free from any storage impeding the means of egress. IF multiple exits are required, they are located separately (IFC 1007.1.1).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Minimum Aisle Width - IFC 1104.23</b> Corridors and aisles are a minimum of 36 inches in clear width.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Panic and Fire Exit Hardware - IFC 1010.1.10</b> New buildings or when a change of occupancy/use has occurred, spaces with an occupant load of 50 or more are equipped with panic hardware or fire exit hardware.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Direction of Swing - IFC 10.1.2.1</b> Doors swing in the direction of egress travel when serving a room or area where the occupant load is 50 or more.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Rated Separations - IFC 701.2</b> Where required, existing fire-resistance rated construction is properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Combustible Storage - IFC 315</b> Combustible storage is maintained in a way that does not pose a threat of fire. Attic, under-floor, and concealed spaces used for storage of combustible materials are protected with a fire-rated barrier or fire sprinklers.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interior Wall and Ceiling Finish in Existing buildings - IFC 803</b> Materials used as wall and ceiling finish are of non-combustible materials, or meet minimum flame spread criteria.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical Safety - IFC 604</b> Electrical panels have a working space of 36 inches in front of them. Extension cords shall not be used for permanent wiring. Electrical devices are used in accordance with manufacturer's instructions and IFC. Electrical equipment and covers are properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heating Systems - IFC 603</b> To reduce likelihood of accidental ignition, combustibles and/or flammables are at least 18" away from heating systems (e.g. furnace, water heater, etc.) Heating systems and equipment are properly maintained to prevent fire and safety hazards.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Extinguishers - IFC 906</b> The structure has an approved and properly maintained fire extinguisher on each level of the building, and within 75' of any point in the building. Fire extinguisher is accessible and annual maintenance is documented appropriately. Cooking equipment involving solid fuels, or vegetable or animal oils and fats, is protected by a Class K-rated portable extinguisher (IFC 906.4).	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cooking Hood Suppression Systems - IFC 607</b> Where commercial cooking produces grease laden vapors that accumulate on walls or ceilings presenting a fire hazard, a type I hood ventilation system is installed and protected by a fire suppression system.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fire Alarm Systems - IFC 907.2.1</b> In new buildings or change of occupancy/use, a manual fire alarm system is installed in Group A occupancies where the occupant load is 300 or more.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Automatic Sprinkler Systems Group A - IFC 903.2.1</b> In new buildings or when a change of occupancy/use has occurred, an automatic sprinkler system is installed where the fire area: exceeds 5,000 square feet, or has an occupant load of 100 or more, or is located on a floor other than ground level.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Existing Building/License Sprinkler Requirement Group A-2 - IFC 1103.5.1</b> Where a State Liquor License is required and the Group A-2 Assembly has an occupant load over 300, the fire area is equipped with an automatic sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>
Completed by (Fire Authority)	Contact Telephone Number or Email Address	Date

Remarks (reason for inspection, other violations noted, correction process, plan of correction needs, further remarks etc.)