

San Gabriel Fire Department

1303 S. Del Mar Ave.
San Gabriel, CA 91776
626-308-2880

General Fire And Life Safety Requirements For Business Owners

The City of San Gabriel has established standards for fire and life safety within our community through the adoption of several codes and ordinances, including the Uniform Fire Code. In addition, the State of California has enacted numerous statutes relating to fire and life safety.

The San Gabriel Fire Department is responsible to monitor and enforce the above mentioned regulations within the City. The following guideline will outline the things we look for to provide a reasonable degree of safety regarding the threat of fire in your place of business. You are asked to review this list and to conduct your own fire inspection on a regular basis to ensure that you have a safe environment to conduct your business. If you would like additional fire safety information, please feel free to contact the Fire Prevention Bureau at 626-308-2883

ADDRESS NUMBERS - every building and/or business suite is required to post address numbers which are visible from the street and alley. Address numbers shall be a minimum of six (6) inches in height and contrast with their background.

EXITS - An exit is defined as a continuous and unobstructed means of egress from a building to a street or alley. Obviously, every building must have at least one exit. Retail and commercial occupancies with an area greater than 1,500 square feet require a minimum of two exits. Office occupancies require two exits when the area exceeds 3,000 square feet. Generally speaking, the second floor of a building requires a second exit when they exceed 1,000 square feet.

All exit doors shall be openable from the inside without the use of a **key or any special knowledge or effort**. (See *"No Knowledge Hardware" on the bottom for more information). Surface mounted dead bolts are not permitted.

Aisle-ways and corridors serving as a means of egress must have a clear minimum width of 44 inches and be lighted.

Exit ways, corridors and stairwells are to be kept free of storage and other obstructions. Fire doors shall be kept closed.

FIRE SPRINKLER SYSTEMS - Systems must be maintained in an operable condition at all times. All systems shall be serviced as required by Title 19 Calif. Code of Regulations (CCR) and National Fire Protection Association (NFPA) Std. 25. Systems shall be tested and tagged every 5 years by a licensed Fire Sprinkler contractor and as required by code.

Fire sprinkler heads shall not be painted, leaking or corroded. Spare sprinkler heads shall be stored on site by the riser. All storage and furnishings shall be kept a minimum of 18 inches below fire sprinkler heads.

Fire sprinkler system control valves shall be chained and locked in the open position.

Fire sprinkler system piping shall not be used to support storage or merchandise.

FIRE ALARM SYSTEMS - Systems must be maintained in an operable condition at all times. All systems shall be serviced as required by Title 19 CCR and NFPA 72. Systems shall be tested yearly by a certified Fire Alarm company.

FIRE EXTINGUISHERS - All businesses are required to have at least one portable fire extinguisher. Generally speaking, for office areas, retail stores, and light manufacturing, the extinguisher must have a **minimum rating of 3A-40BC** and be provided for every 3,000 square feet of floor area **per floor**. Travel distance to the fire extinguisher from any point in the building may not exceed 75 feet. Depending upon your business size and type, additional and/or higher rated fire extinguishers may be required. **Fire extinguishers shall be serviced annually and immediately following use.**

All fire extinguishers are to be mounted (4) feet above the floor, measured to the top of the extinguisher. Extinguishers are to be in a conspicuous location, preferably along a means of egress.

Kitchens should have a Class "K" type fire extinguisher.

Commercial hood fixed fire extinguishing systems shall be serviced every 6 months or immediately following use.

ELECTRICAL - All electrical work requires a permit from the Building and Planning Division located at City Hall 425 S. Mission Dr. San Gabriel, CA 91776. 626-308-2800.

Electrical wiring shall be maintained in good condition in conformance with the National Electrical Code.

Circuit breakers and fuses shall be labeled as to the function or equipment they control.

Extension cords are not permitted as a substitute for permanent wiring nor should they run under carpets or pass through walls or doorways. Install additional approved electrical outlets where needed with proper permits.

The use of UL listed cord-connected multiple outlet receptacles equipped with a built-in circuit breaker are permitted.

A minimum of thirty inches of clearance shall be provided in front and to the sides of electrical control panels for access. This area is to be free from storage and accessible at all times. **Storage is not allowed in any electrical room.**

HOUSEKEEPING

Repair cracks and holes in walls or ceilings in order to prevent the spread of smoke and fire.

Remove combustible storage from carport, open parking garages and from around or under buildings and stairs.

Provide non-combustible trash containers for the disposal of combustible waste and rubbish. Inside trash containers should be emptied daily.

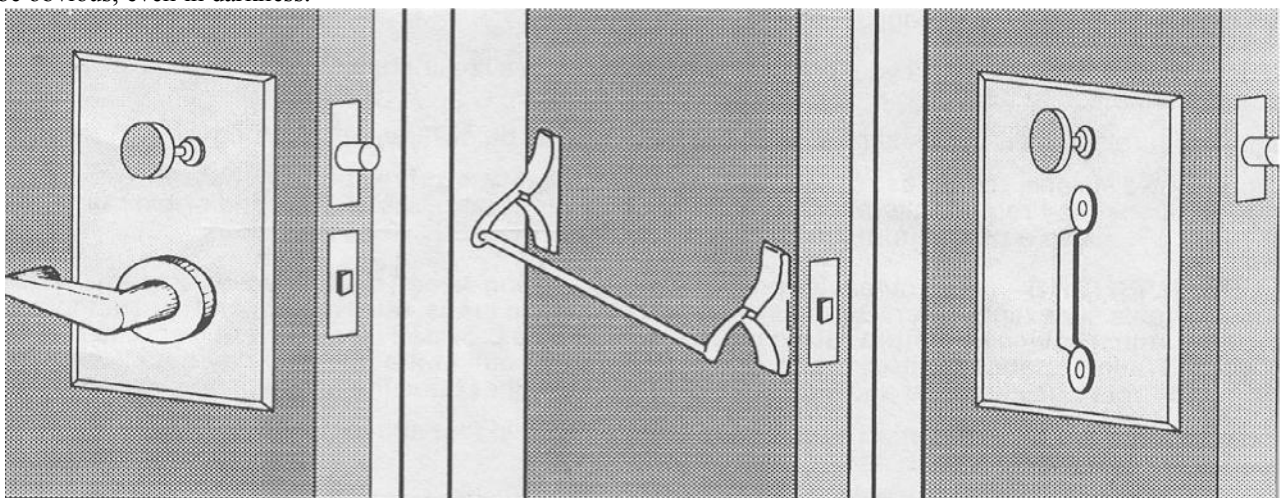
PERMITS - The Fire Department is required to issue permits for a variety of operations including, but not limited to: fire sprinkler, fire alarm, public assembly, day care, auto repair, hot work, ambulatory surgical center, candle/open flame, and hazardous materials.** The Fire Department will provide you with the application(s) for the required permit(s) when required.

**The definition of "hazardous materials" is lengthy. However, hazardous materials are classified in the following general categories: explosives, compressed gases, flammable and combustible liquids, flammable solids, organic peroxides, oxidizers, pyrophoric materials, unstable (reactive) materials, water-reactive materials, cryogenic fluids, toxic materials, radioactive materials, corrosives, and other health hazards. Please obtain Material Safety Data Sheets (MSDS) from your supplier for all hazardous materials.

EXAMPLES OF "NO KNOWLEDGE HARDWARE"*

*"No Knowledge" exit hardware shall be operable from the inside without the use of a key or any special knowledge or effort.

A single turn of the knob releases the latch and the deadbolt. The unlatching mechanism shall not require more than one operation. The door handle must override any other locking devices. Levers must go down, handles must turn either way, and the method of operation must be obvious, even in darkness.



Interconnected Deadbolt

Panic Hardware

Thumb Turn Deadbolt Pre-1988 Construction Only