



Dear Building Owner,

The Boca Raton Fire Rescue Services Department Fire Prevention Division is tasked with inspecting new and existing buildings within the city limits of Boca Raton. Our main focus when performing these inspections is Life Safety. The goal of the inspections are to have safe businesses and to provide risk reduction to building owners, employees, customers, tenants, visitors and firefighters in the case of a fire or emergency in the building. These goals are achieved by seeking code compliance of the applicable fire codes.

The checklist below provides an overview of items that should be addressed prior to your existing inspection, which will give you an opportunity to correct any deficiencies that may exist. This will also assist you in the future to maintain a safe and code compliant business.

The City of Boca Raton requires annual registration of the fire alarm system. If you have not completed an alarm registration form for this year and have an alarm system, please take the time to register the fire alarm system prior to the inspection. The Fire Inspector will need a copy of the registration at the time of inspection.

If you have additional questions concerning an existing inspection, please feel free to contact the Fire and Life Safety Division at any time at (561) 982-4030. Thank you for your help and cooperation in making your building a safer place for all.

Sincerely,

David Woodside,
Deputy Fire Chief, Fire Marshal



Fire and Life Safety Division Pre-Fire Inspection Checklist

- Exits and exit pathways marked and clear of obstructions.
- Exit signs illuminated and visible.
- Emergency lighting provided and operational.
- Fire extinguisher(s) properly tagged and mounted.
- Fire sprinkler system inspected, tagged, and fully operational (within 12 months); if applicable.
- Fire alarm system inspected, tagged, and fully operational (within 12 months); if applicable.
- Fire alarm system U.L. certificated; if applicable.
- Fire alarm system registered with the City (within 12 months).
- Fire pump inspected, tagged, and fully operational (within 12 months); if applicable.
- Backflow preventer and/or PIV open and locked; if applicable.
- Kitchen hood suppression system inspected, tagged, and fully operational (within 6 months); if applicable.