



# City of Wildwood Fire Department

## Fire Prevention Bureau

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Fire Official

## Annual Fire Inspection Requirements

Annual fire inspections will be conducted as provided in the City of Wildwood Code Chapter 13 & 13A, and the New Jersey Uniform Fire Code. Registered properties include the following; Hotels, motels, multi-family dwellings, non-owner-occupied dwellings, restaurants, retail stores, commercial buildings, boardwalk businesses, and the like.

Please use this check list, as a basic guideline, before scheduling your annual fire inspection to avoid violations and ensure compliance;

### 1. **Smoke Alarms** -

- a. Required in all sleeping rooms/areas
- b. Required outside (within 10') of all sleeping rooms/areas
- c. Required on every level of the building  
*Refer to the manufacturer's instructions for additional guidance for the placement of smoke alarms*
- d. **ALL SMOKE ALARMS MUST BE INSTALLED AND IN WORKING ORDER AT THE TIME OF INSPECTION**
- e. **Hardwired smoke alarms** – must be replaced if older than 10 years after the date of manufacture **(CANNOT be replaced with battery type)**
- f. **Battery smoke alarms** – must be the sealed battery type

### 2. **Carbon Monoxide Alarms** –

- a. Are required (as listed below) in any building where there are fuel burning appliances (i.e. natural or LP gas heat, cooking, oil heat, fireplaces, etc.). It is also required if there is an attached garage to the building.
  - i. Required outside (within 10') of each sleeping room/area
  - ii. Required on every level of the building

### 3. **Fire Extinguishers** –

- a. Must be a minimum size of 2A:10BC, new (current year) extinguisher or certified (properly serviced by an NJDFS certified contractor) for each cooking area(s). It must be hung in a visible location or within a properly labeled cabinet.

### 4. **Fire Protection Systems** – If your property has the following type of systems they are required to be inspected and certified annually, bi-annually, or more per NFPA requirements. All reports must be on site at the time of the inspection:

- a. Automatic Fire Alarm Systems (Fire Alarm System)
- b. Automatic Fire Suppression Systems (Automatic Sprinkler System)
- c. Stand-pipe Systems
- d. Commercial Cooking Systems (Alternative automatic fire extinguishing systems)

### 5. **Key Lock Boxes (Knox-Box)** – Certain properties are required by city ordinance (Chapter 13) to have a Knox Box installed. If required, you will be required to order the box a [www.knoxbox.com](http://www.knoxbox.com) and install it in an area approved by the Fire Official.

6. **Electrical Hazards** – The following electrical hazards are frequently observed and not approved;
  - a. Extension cords without internal circuit protection or power strips
  - b. Exposed or hanging wiring
  - c. Open junction boxes or wire splices
  
7. **Exits, Exit Signs and Emergency Lighting** – Must be in working condition, specifically;
  - a. Illuminated entirely
  - b. Tested annually by a licensed electrician (Test log kept on site)
  - c. Exits must be unobstructed and exit doors operating properly
  
8. **Signage** – The following doors, buildings, areas and equipment must be labeled properly;
  - a. Street address numbers clearly visible on building
  - b. Apartment/unit doors clearly labeled on exterior doors
  - c. Exterior utility meters (gas & electric)
  - d. Doors on rooms containing Fire Protection Equipment (alarms, sprinklers, etc)
  
9. **Kitchen and Laundry Rooms** –
  - a. Vents free of obstructions (lint, debris)
  - b. Gas shut-off valves must be operable
  - c. Hood exhaust systems properly cleaned and documented (Test reports kept on site)
  
10. **Heaters and Boilers** –
  - a. Must be properly maintained and serviced
  - b. 3' clearance of combustibles
  
11. **Bar-B-Que grills and LPG (propane) tanks** –
  - a. All grills or any other open flame cooking devices are not allowed on any combustible deck(s) or porches
  - b. No LPG tanks can be stored inside any unit, room, space of garage of a building
  - c. All grills must be at least 5' away from any exterior wall, nor under any overhangs, awnings, or canopies.

Many of the above listed recommendations are frequently encountered violations and certainly, does not address the entire New Jersey Uniform Fire Code or the International Fire Code, they are simply guidance to commonly found violations. If these recommendations are addressed prior to the inspector's visit it will expedite your inspection process.

Please call to schedule an inspection at your convenience. If there are any questions feel free to contact the office Monday – Friday 8:00am – 4:00pm.