



Business Tax Receipt “BTR” Inspection

Prior to the issuance of an initial Business Tax Receipt your business shall receive a Life Safety Inspection by a Palm Beach County Fire Rescue Fire Safety Specialist. If any violations are identified during the inspection, the BTR will be denied until all corrections are made and verified. The purpose of this inspection is to ensure compliance with the requirements of the Florida Fire Prevention Code. Most importantly though, the inspection helps to protect your business, employees, customers, and property. In addition, your business is subject to Periodic Life Safety Inspections by a Fire Rescue Fire Safety Specialist; which inspects for all the same items as the BTR Inspection.

The inspection consists of an evaluation of all things “Life Safety” from fire systems to evacuation routes to electrical systems and more.

While not all inclusive, the following includes areas that are most often found in violation during these inspections.

1. Fire Extinguishers are required in every business. The size and location of the extinguisher depends upon the hazard present. In most cases the minimum size is a 2A:10BC. They need be accessible (not blocked or hidden) to all employees and customers and are required to be inspected annually by an independent extinguisher company. Personnel are also required to be trained on the proper use.
2. Exit Signs & Emergency Lighting are required to be operational 24/7. These devices provide for visible points of reference should the power be lost which is very common in south Florida due to the high occurrence of inclement weather. These devices are also required to be inspected and tested monthly. Documentation of these inspections and testing results may be requested by the Fire Marshal’s office for proof of compliance. Every means of egress (exits) shall always be kept clear.
3. Storage of Hazardous Materials “HAZMAT” needs to be identified to the Fire Department ahead of time. By providing “SDS” safety data sheets (*formally known as MSDS sheets*) the location of these materials greatly aids in pre-planning incident response and increasing the safety of responding emergency personnel. This is a mandatory requirement.
4. Blocking access to fire alarm pull stations or blocking the view of fire alarm notification devices. These devices always need to be accessible and visible.
5. Fire sprinkler systems are required to protect property and available means of egress. At no time, should anything be hung from a sprinkler head or piping—this is strictly prohibited by the fire code.



YES



NO



Business Tax Receipt “BTR” Inspection

6. Extension Cords per the Fire Code are only allowed for temporary use and no greater than 90 days. At no time, should appliances such as refrigerators or microwaves be plugged into an extension cord—these devices should be plugged directly into an outlet. At no time, should extension cords be run through a wall, ceiling or floor. In addition, “Christmas Tree” cords are completely prohibited in a business occupancy—all cords should be 3-prong with a positive, negative and ground.
7. With few exceptions, open flames are not allowed. While you may still have candles – if you are a business office, they are not allowed to be lit!
8. Space heaters may be allowed depending on the type of business, but they are required to have an automatic shut off and need to shut off automatically if knocked over.
9. Surge Protectors/Outlet Multipliers—these devices are great when you do not have enough outlets in your office however there are some basic guidelines that should be followed:
 - Plug these devices directly into an outlet
 - No daisy chaining (do not plug one into another)
 - All Outlets multipliers are required to be surge protected.



Plugged Directly into an Electrical Outlet



No Daisy Chaining



No Surge Protection



Potential Overload



Temporary Use ONLY



No Ground



Overloaded

