



Borough of Wildwood Crest Fire Prevention & Inspection Bureau

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Wildwood Crest, New Jersey 08260
Office - 609-729-5152
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Annual Fire Inspection Requirements

Annual fire inspections will be conducted as provided in the Borough Code Chapter 35, other amendments to the Ordinance and the N.J. Uniform Fire Codes. Registered properties include the following: Hotels, Motels, duplexes, rooming houses, condominiums, restaurants, coffee shops, retail stores, commercial buildings, bars, night clubs, all 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 (including attics)
- d. Refer to the manufacturer's instructions for additional guidance for the placement of smoke alarms
- e. *ALL SMOKE ALARMS MUST BE INSTALLED AND IN WORKING ORDER AT THE TIME OF INSPECTION*
- f. *Hardwired smoke alarms* - must be replaced if older than 10-years after the date of manufacture (can be located on the back of smoke alarms)
- g. *Battery smoke alarms* - must be the 10-year sealed battery type smoke alarms

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** - **No higher than 5 feet above floor**

- a. Must be a minimum size 2A:10BC, be a new (current year) extinguisher or certified (properly tagged by a licensed fire protection agent) for each cooking area(s). It **Shall be hung** in a visible location. If you wish to hang it in a closet/cabinet, you must label the closet/cabinet and **mount** the extinguisher in front of it.

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

- a. Automatic Fire Alarm Systems (monitored)
- b. Automatic Fire Suppression Systems (sprinkler Systems)
- c. Stand-pipe Systems
- d. Commercial Cooking Systems (alternative automatic fire extinguishing systems)

5. **Key Lock Boxes (Knox-Box)** – Certain properties are required under Borough ordinance to have Lock Boxes installed. If required, you will be required to order the box on-line and install it in an area approved by the Fire Official. We can be contacted at 609-729-5152

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 (report 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 required and must be operable
 - c. Hood exhaust systems properly cleaned and documented (report 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 decks 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 10' 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 Codes or the International Fire Codes, 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 09:00 am – 4:30pm.

Thank you,
Ronald Harwood
Fire Official