

This is a general checklist of items the fire inspector will be looking at. Use it to help you better prepare for the inspection.

- Building address is clearly marked on the outside of the building.
- Exits paths clear and unobstructed.
- Fire extinguishers mounted in path of travel, near an exit.
- Exit signs in good repair.*
- Emergency lighting working.*
- Clear access to electrical panels.
- No extension cords are used as permanent wiring.
- All electrical outlets, switches, boxes, etc. are covered.
- Combustible storage is neat and orderly.
- Fire protection system test dates are current.

Application for New
Business

Business Name

Business Address

City

Zip State

Type of Business

Business Phone Number

Business Owners Name

Building Owners Name

Building Owners Number

**Hillsboro Fire Protection
District**



**New Business
Information**

Fire District information and instructions for operating a new business or relocating in the Hillsboro Fire Protection District

Hillsboro Fire Protection District

120 5th St.

Hillsboro, MO 63050

636-797-3619

Fax 636-797-2101

www.hillsborofire.org

*If required by code. Certain occupancies do not require exit signs or emergency lighting. However if these are installed they must be maintained in working order. For questions on requirements, contact us.

Fire Marshal Brian Gaudet
Hillsboro Fire Protection District
120 5th St.
Hillsboro, MO 63050
636-797-3619
assistantchief@hillsborofire.org

Welcome...

Congratulations on your new business opportunity. On behalf of the Hillsboro Fire Protection District, welcome to our community. The information contained in this flyer is designed to assist you in making your facility safe for you, your employees and customers, and the community.

This is designed as a general guideline only, and there will likely be items specific to your particular operation that will need to be addressed. The Fire Prevention Bureau can help you identify and address those issues.

Fees...

There is no fee to obtain a business occupancy permit from the Hillsboro Fire Protection District. Fees will only apply when renovating or constructing a new commercial structure.

Business Licenses...

Before any business may operate in the City of Hillsboro, a Business License must be obtained from the City of Hillsboro. The City of Hillsboro's Contact information is listed below:

Hillsboro City Hall
101 Main St.
Hillsboro, MO 63050
636-797-3334

Once a license has been applied for, the applicant must show proof of satisfactory inspections from both the building and fire departments.

General fire code requirements for Occupancy Permits.

Address: marked clearly on the outside of the building, facing the street or roadway.

Exits: paths are clear and unobstructed, doors open easily from the inside without the use of special tools or knowledge.

Exit Signs: lighted exit signs (if required) must be maintained in working order.

Emergency Lighting: (if required) must be maintained in working order.

Electrical: panels must have clear access of 30" wide, 36" deep and 72" high. No extension cords are to be used in lieu of permanent wiring. All missing covers must be repaired or replaced. Approved powertaps (power strips) are permitted only when they are plugged directly into an outlet.

Housekeeping: must be neat and orderly. No combustibles may be stored in exit paths. No combustibles may be stored within 2' of the ceiling in unsprinklered buildings or within 18" of a sprinkler head.

Fire Extinguishers: all occupancies must have at least one, 5 pound, ABC fire extinguisher mounted in a path of travel, near an exit. Extinguishers must be tagged by a qualified service company within the past year. New fire extinguishers (with proof of purchase date) are allowed for initial inspection.

Fire Suppression or Detection Systems: must be in service at time of inspection and tagged by a qualified service company

Application and Inspection Procedures

1. Upon obtaining this flyer, fill out the necessary application information and return it to the Hillsboro Fire Protection District.
2. At that time you will schedule an inspection with the Fire Marshal
3. The Fire Marshal will come to your business and preform the inspection
4. Upon satisfactory completion of the inspection an occupancy permit will be issued

PLEASE NOTE: If any construction will be taking place additional documentation and applications will be required. Contact Fire Marshal Brian Gaudet for further information!!!



The Hillsboro Fire Protection District participates in the Knox-Box fire department key box system. All newly constructed commercial buildings are required to have a Knox-Box. Contact the Hillsboro Fire District to see if you need one!



www.knoxbox.com