ASSEMBLY OCCUPANCY INSPECTION FORM

NORTH DAKOTA ATTORNEY GENERAL
STATE FIRE MARSHAL
SFN 16838 (03/11)

ND STATE FIRE MARSHAL
PO BOX 1054
BISMARCK ND 58502-1054
PH: 701-328-5555 FAX: 701-328-5510

Facility	Date
Location	Type of Usage
Inspector	Accompanied by

Occupant Load

The occupant load is the total number of persons that may occupy a building at any time. To calculate occupant load, determine the square footage for the nonconcentrated use area, and if a dance floor exists, the square footage for the concentrated area.

Nonconcentrated Use Area: _____ sq f t ÷ 15 = ☐

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Concentrated Use Area: _____ sq f t ÷ 7 = ☐

Occupant Load: ☐

Minimum No. of Exits

A minimum number of exits are required based on the occupant load.

Occupant Load	Minimum No. of Exits
50 - 599	2
600 - 999	3
1000 or more	4

Exit Capacity

The exit capacity needs to be sufficient to accommodate the occupant load. To calculate the exit capacity, determine the total width in inches of all exits and divide by 0.2.

Total Exit Width: ☐

÷ 0.2

Exit Capacity: ☐

Inspection Point	YES	NO	N/A	Inspection Point	YES	NO	N/A
1. The minimum number of exits are provided.				14. Vertical openings are enclosed and have a door.			
2. Exits are remote from each other.				15. Storage area underneath an exit stairway is of 1 hour fire resistive construction.			
3. Exits are free of obstructions.				16. Hazardous rooms, i.e. furnace, storage rooms, are of 1 hour fire resistive construction.			
4. Exits doors are at least 28 inches in clear width.				17. Finishes on walls and ceilings are of noncombustible or fire rated materials (i.e. sheetrock).			
5. The *exit capacity* is equal to or greater than the occupant *load* as calculated above.				18. Adequate lighting is provided.			
6. The travel distance to an exit is less than or equal to 150 feet.				19. Emergency lighting is provided.			
7. Doors with dead bolt locks are unlocked and have a sign indicating that they are to be **unlocked during business hours**.				20. Exit signs are lighted internally or externally.			
8. Exits common with other occupancies within the same building are adequate for all.				21. Electrical extension cords/outlets are used properly and not overloaded.			
9. Exits signs are provided.				22. Food preparation areas producing grease laden vapors have a hood venting system protected by an automatic extinguishing system.			
10. Directional exits signs are provided, if needed.				23. The hood venting and extinguishing system is inspected on a regular basis.			
11. Corridors and aisles are 36 inches in clear width.				24. At least one 2A rated fire extinguisher is provided.			
12. For more than 100 occupants, exit doors are provided with panic hardware.				25. The extinguishers are maintained on a regular basis.			
13. All exit doors swing in the direction of travel (including screen/storm doors).				26. General housekeeping is consistent with good fire safety practices.			

Comments:

Important: A plan of correction is to be submitted to the inspection agency within 90 days of the inspection date. The plan of correction is to address the intended method used to correct each inspection point checked "no".

Owner/Occupant Signature: _____

Send original signed form to the State Fire Marshal. Please make copies for your records and for owner.