



American Fork Fire Department

Home Based Business Self-Inspection Form



Business Name:	Business Phone #:
Address:	Email:
Business Owner:	Contact #:
Business Description:	

DIRECTIONS:

1. Owner, manager or responsible party shall conduct the inspection and sign the form.
2. **Print clearly** your business name, address, owner name, and telephone number at the top of this form.
3. Walk through your home with this form and ANSWER ALL QUESTIONS (mark an X) listed below.
4. When the inspection is complete and all questions have been answered. Please read, sign and date the declaration at the bottom of this form, make a copy for your files and **return the original to: American Fork City, ATTN. Home Business Fire Inspection, 51 E Main, American Fork, Utah 84003**
5. **You have 30 days to conduct the inspection, correct any deficiencies, and complete and return this form.**
6. Should you require further assistance or would like to have an American Fork Fire Inspector assist you in conducting this Inspection (at no further cost), please contact our office at 801-763-3045.

	YES	NO	N/A
1. Is your address placed in a position that is plainly legible and visible from the street or road fronting the property with the numbers contrasting their background?			
2. Are gas shut off valves clear of weeds, trees, bushes, trash, storage, etc., and are they visible and accessible?			
3. Are outside electrical meters clear of weeds, trees, bushes, trash, storage, etc. and are they visible and accessible?			
4. Are all exit hallways, doorways, stairways, landings, and walkways clear of any obstructions?			
5. Are circuit breakers clear of any tape, string or wire that would affect their operation?			
6. No open electrical boxes or uncovered wire connections allowed. Is the cover on the electrical panel and faceplates installed on all electrical outlets and switches?			
7. Have all extension cords been replaced with permanent wiring? Surge protectors have UL rating?			
8. Is your heating/air conditioning unit cleaned and/or new filters installed on a regular basis?			
9. No combustibles within 3 feet of the following: All gas/electric appliances (water heater, furnace, etc.) free of combustible storage?			
10. Do you have a fire extinguisher (Rating 2A10BC-refer to label on extinguisher) and does the extinguisher have a State Fire Marshal tag indicating that it has been inspected within the last year by a licensed fire extinguisher company?			
11. Is the fire extinguisher mounted or secured on a wall (preferably near an exit) so that the top of the extinguisher is not more than 5 feet above the floor?			
12. Are all fire extinguishers visible and readily accessible for use? (not blocked by storage, etc.)			
13. Storage is kept 24 inches from ceiling? If home has a fire sprinkler system, storage kept 18 inches below all sprinkler heads?			
14. If the home has a fire sprinkler system, has the required annual service and test of the system been performed by a licensed company?			
15. If you have compressed gas cylinders, are they chained/secured?			
16. Do you use and/or store any hazardous materials? http://www.epa.gov/osweroel/docs/chem/title3_Oct_2006.pdf#lol (If yes, you must notify the Fire Department.)			
17. Are piles of paper, trash, etc. in and around your home picked up and disposed of regularly?			
18. Do you have a working smoke detector? If no, you may be eligible for one through the Fire Department at no cost. Please call to inquire.			
19. Does your home have a minimum of two off-street parking spaces? (For patron use, if necessary.)			

I DECLARE THAT THE FOREGOING IS TRUE AND CORRECT.

SIGNATURE OF
RESPONSIBLE PARTY _____

PRINTED NAME _____

DATE _____

*If you have any questions, please call the American Fork Fire Inspector at 801-763-3045.