



FIRE SAFETY CHECKLIST FOR LODGING LICENSE

NORTH DAKOTA INSURANCE DEPARTMENT

STATE FIRE MARSHAL

SFN 62414 (10-2023)

Facility Name	Owner/Responsible Party Name		
Address	City	State	ZIP Code
Email Address	Telephone Number		

Existing Building Requirements (applicable to all lodging facilities).	Compliant	Non-compliant
Exit Signs and Egress Lighting - IFC 1104.3 & 1104.5. Exit signs and egress/emergency lighting are installed as required to mark and light exits, and have emergency power back-up.	<input type="checkbox"/>	<input type="checkbox"/>
Exit Size and Requirements - IFC 1104.7. Exit/Egress doors are at least 28 inches in clear width, require no more than 5 lbs of force to open, require a single action and no special knowledge or effort to open. Exits are free from any storage impeding the means of egress. If multiple exits are required, they are located separately (IFC 1007.1.1).	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide Alarms - IFC 1103.9. Carbon monoxide alarms shall be installed in existing sleeping units where there is any possible source of incomplete combustion (i.e. attached garage, fuel-burning heaters, fuel-burning stoves, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm Systems - IFC 1103.7.5. A manual fire alarm and smoke detection system shall be installed in lodging facilities that have a common exit hallway and are either more than three stories, or have more than 20 sleeping units.	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Alarms - IFC 1103.8. Smoke alarms shall be installed in existing lodging facilities in each sleeping room/unit. Where units have more than one sleeping room, a smoke alarm shall be located in each sleeping room and in the unit itself.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Rated Separations - IFC 701.2. Where required, existing fire-resistance rated construction is properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Combustible Storage - IFC 315. Combustible storage is maintained in a way that does not pose a threat of fire. Attic, under-floor, and concealed spaces used for storage of combustible materials are protected with a fire-rated barrier or fire sprinklers.	<input type="checkbox"/>	<input type="checkbox"/>
Interior Wall and Ceiling Finish in Existing Buildings - IFC 803. Materials used as wall and ceiling finish are of non-combustible materials, or meet minimum flame spread criteria.	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Safety - FC 604. Electrical panels have a working space of 36 inches in front of them. Extension cords shall not be used for permanent wiring. Electrical devices are used in accordance with manufacturer's instructions and IFC. Electrical equipment and covers are properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>
Heating Systems - IFC 603. To reduce likelihood of accidental ignition, combustibles and/or flammables are at least 18" away from heating systems (e.g. furnace, water heater, etc.) Heating systems and equipment are properly maintained to prevent fire and safety hazards.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers - IFC 906. The structure has an approved and properly maintained fire extinguisher on each level of the building, and within 75' of any point in the building. Fire extinguisher is accessible and annual maintenance is documented appropriately. Cooking equipment involving solid fuels, or vegetable or animal oils and fats, is protected by a Class K-rated portable extinguisher.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection System Maintenance and Records - IFC 901.6 & 901.6.3. Fire protection systems shall be maintained in an operative condition at all times and shall be replaced or repaired where defective. Records of system inspections, tests and maintenance required shall be maintained.	<input type="checkbox"/>	<input type="checkbox"/>

New Construction and Change of Occupancy/Use Requirements (codes noted are applicable to new buildings as well as the existing building requirements)

Automatic Sprinkler System Lodging Facility - IFC 903.2.8. An automatic sprinkler system shall be provided throughout all lodging facilities with more than 5 sleeping rooms or 10 occupants.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Alarm System - IFC 907.2.8.1. A manual fire alarm system is required in all lodging facilities unless the building is less than 2 stories in height, each sleeping unit exits directly outside, and each unit is separated by not less than 1-hour fire separation.	<input type="checkbox"/>	<input type="checkbox"/>
Automatic Smoke Detection System - IFC 907.2.8.2. An automatic smoke detection system shall be installed throughout all interior corridors serving sleeping units.	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Alarms and Interconnection - IFC 907.2.8.3 & 907.2.10.5. Smoke alarms are required in all sleeping areas, outside of all sleeping areas, and on each story. Where more than one smoke alarm is installed within an individual sleeping unit, alarms shall be interconnected.	<input type="checkbox"/>	<input type="checkbox"/>

Completed By	Contact Telephone Number or Email Address	Date
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Remarks (reason for inspection, other violations noted, correction process, plan of correction needs, further remarks etc.)

The International Fire Code (IFC), 2018 Edition has been adopted by the North Dakota State Fire Marshal's Office as rules for the fire prevention of the State of North Dakota. Fire code violations shall be corrected immediately. Fire codes listed are not a comprehensive list and do not encompass all applicable codes. The noted code sections are commonly encountered and generally applicable to commercial buildings being used for lodging purposes. Lodging Facility is defined by the North Dakota Food and Lodging Division as a building with over 5 guest rooms, or occupancy over 10 people.