



BOROUGH OF NEW HOPE

123 New Street, New Hope, PA 18938 ● Phone 215-862-3347 ● info@NewHopeBorough.org

About Business Occupancy Annual Fire Safety Inspection

Annual Fire Safety Inspections have been an ongoing program for New Hope Borough since 2004 with an emphasis on the promotion of Fire Prevention Safety practices.

New Hope Borough requires an annual Fire Safety Inspection to ensure the health, safety and welfare of our community residents, those that work in our community, and patrons of our commerce.

The inspections are intended to promote a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in existing buildings and structures; And to provide safety to Firefighters and other emergency First Responders during emergency operations.

Thank you for complying with the Fire Prevention and Life Safety standards, as defined in the ICC International Fire Code, of all *assembly, business, educational, factory, high-hazard, institutional, mercantile, storage, and miscellaneous occupancies. All areas of residential occupancies not used as private or permanent living spaces and residential occupancies where occupants are transient in nature including, but not limited to boarding houses, hotels, and motels.

Completion of the Fires Safety Questionnaire provides crucial information to our First Responders. If you have not complete a Fire Safety Questionnaire or have changes, please complete the attached and return to the Administration Office.

We appreciate your participation in keeping our community safe.

Fire Inspection FAQ's:

What is a Fire Safety Questionnaire?

To better prepare for unexpected events and the safety of the community, New Hope Borough, in conjunction with Code Officials, have developed the ***Fire Prevention and Life Safety Questionnaire***. The information provided serves many purposes, foremost the occupancy of the building and emergency contact information. Once completed, only changes to the ownership or occupancy should be reported.

What are we inspecting?

All business occupancies and the common areas and mechanical rooms of multi-family buildings.

Who is responsible for fire inspection fees?

The owner of the building, as identified by the Board of Assessment, is responsible for the inspection fee. An annual invoice for the inspection will be sent to the property owner. The inspection will be scheduled upon receipt of payment. Obligation of repairs or fees are contractual matter addressed in your tenant's lease and outside of the control of this office.

Who conducts the fire inspections?

The Borough's Fire Marshal conducts these inspections.

What are we looking for?

The goal is to achieve a minimum level of compliance with both new and existing codes for businesses and multi-family buildings. Properly functioning exit signs and emergency lighting, working smoke alarms, properly located and maintained fire extinguishers and visible street numbers.

Is there a fee?

There is a minimal fee for the annual inspection, which is based on square footage and/or the type of business occupancy. If a re-inspection is required, there may be additional fees, as outlined in the Borough's Fee Schedule. Fee Schedule can be found on the Borough Website newhopeborough.org **Section 7 FIRE INSPECTIONS**

I have violations listed. What do I do?

Violations must be corrected within **30 days** unless otherwise noted by the Fire Marshal. If you cannot correct the violation in that amount of time or have any questions about the violation, please call the Fire Inspector at 215-862-2692

What can I do to ensure a passing inspection?

A Fire Inspection Checklist is included with this notification. Some of the more common violations include no smoke detectors, broken detectors and dead batteries. Functioning smoke detectors are required to be installed in all residential occupancies. While some types of buildings require interconnected systems, other buildings can have battery operated smoke detectors. You should have one detector per floor and one detector in each separated area.

For commercial buildings that are required to have a fire alarm system, audible alarms with horn strobes are required.

How do I know if I passed or failed an inspection?

If the property owner is present for the inspection, the Fire Marshal will provide the inspection results at the end of the inspection. Otherwise, the inspection results will be mailed to the property owner. A satisfactory inspection will result in issuance of a Fire Safety Inspection Certificate that should be posted in a conspicuously location.

If you have questions, please reach out to the Borough at 215-862-3347.

Thank you for your continued support to providing a safe atmosphere for residents, employees, patrons and visitors in New Hope.



New Hope Borough Office of the Fire Marshal

123 New Street, New Hope, PA 18938 ❖ 215-862-3347 ❖ info@newhopeborough.org

Annual Commercial Fire Safety Inspection Checklist

✓	Inspection Item
	<p>Address number posted on building and visible from the street <i>IFC Section 505 Premises Identification – Buildings numbers minimum 4” High ½” Stroke visible from the street or road fronting the property</i></p>
	<p>Fire extinguishers provided, Clearly Visible & Current annual inspection by third party <i>IFC Section 906 Portable Fire Extinguishers- Minimum 1 fire extinguisher required every 75’</i></p>
	<p>Adequate aisle width maintained- Minimum of 36” clearance for small occupancies <i>IFC Sections 1003 & 1018– Generally Means of Egress and Aisles</i></p>
	<p>EXIT signs illuminated and visible <i>IFC Section 1013 Exit Signs – Exit signs shall be internally or externally illuminated and clearly visible.</i></p>
	<p>Egress emergency lighting present and operational when using test button <i>IFC Section 1008 Means of Egress Illumination</i></p>
	<p>Fire exits unlocked, free from obstructions, operational <i>IFC Section 1010 Doors, Gates and Turnstiles- Required exits shall be located in a manner that makes their availability obvious. Exit doors shall be unobstructed and operational at all times</i></p>
	<p>Walls and Ceilings free of holes, all Fire Rated tiles in place <i>IFC Section 703 Fire Resistance-Rated Construction</i></p>
	<p>Site free of improper wiring, improper extension cord use and other electrical hazards <i>IFC Section 604 Electrical equipment, wiring and hazards - Identified electrical hazards shall be abated</i></p>
	<p>General Storage- Clearance to Lot lines, Buildings and Fuel Fired appliances <i>IFC Section 315 Storage in buildings. Storage of combustible materials shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.</i></p>
	<p>Waste Accumulation- Stored Properly on the premises <i>IFC Section 304 Combustible Waste Material – Combustible waste material creating a fire hazard shall not be allowed to accumulate in buildings or structures or upon premises.</i></p>
	<p>Smoke alarms/Smoke detectors operational where required or installed <i>Section 907 Fire Alarm and Detection Systems</i></p>
	<p>Fire alarm system annual test report complete <i>IFC Section 907 Fire Alarm and Detection Systems – Testing shall be performed in accordance with the schedules in Chapter 10 of NFPA 72 (normally annually) or more frequently where required by the fire code official</i></p>
	<p>Sprinklers not obstructed and no paint on sprinkler heads <i>IFC Section 903 Automatic Sprinkler Systems and NFPA 13 Chapter 8 – Obstructed locations, Automatic sprinklers shall be installed with due regard to obstructions that will delay activation.</i></p>
	<p>Fire sprinkler annual test report available and current inspection tag <i>IFC Section 901 General and Chapter 31 NFPA 13– Records of all systems, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and shall be copied to the fire code official upon request</i></p>
	<p>Cooking equipment Maintenance- Currently tagged <i>IFC Section 607- Commercial Kitchen Hoods – Hoods, grease-removal devices, fans, ducts and other appurtenances shall be inspected and cleaned at 6 month intervals or as approved by the fire code official. Wok Cooking required every 3 months</i></p>
	<p>Hood suppression system annual test report available and currently tagged <i>IFC Section 904 Alternative Automatic Fire-Extinguishing Systems-Inspection shall be by qualified individuals, and a certificate of inspection shall be forwarded to the fire code official upon completion.</i></p>
	<p>Flammable liquids properly stored in appropriate containers <i>IFC Section 5704- Storage - Storage of flammable and combustible liquids inside buildings in containers and portable tanks shall be in a manner consistent with applicable codes</i></p>
	<p>Gas cylinders properly stored and secured <i>IFC Chapter 53 – Compressed Gases- Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration of seismic activity</i></p>

New Hope Borough
Mercantile Fire Prevention and Life Safety Questionnaire

PROPERTY ADDRESS: _____

PROPERTY OWNER INFORMATION

Owner Name: _____ Phone: _____

Owner Address: _____ Email: _____

COMMERCIAL PROPERTY INFORMATION

Number of Retail Units: _____ Number of Stories: _____

Number of Residential Units: _____ Total Square Footage: _____

Please provide noted information for each mercantile and residential unit. Additional space on reverse side.

COMMERCIAL	Unit ____	Unit ____	Unit ____	Unit ____
Business Name				
Business Phone				
Business E-Mail				
Business Hours of Operation				
Approximate # of Employees				
Business Type	__Retail __Office __Restaurant/Bar/ Food Service __Other_____	__Retail __Office __Restaurant/Bar/ Food Service __Other_____	__Retail __Office __Restaurant/Bar/ Food Service __Other_____	__Retail __Office __Restaurant/Bar/ Food Service __Other_____
Approximate Square Footage				
Cooking on Premises	__ Yes __ No			
Fire Suppression/Sprinkler System	__ Yes __ No			
Monitored Fire Alarm System	__ Yes __ No			
Number of Extinguishers				
Posted Occupancy Load #				

RESIDENTIAL	Unit ____	Unit ____	Unit ____	Unit ____
Tenant Last Name				
Location	__1 st Floor __2 nd Floor __3 rd Floor __Other_____	__1 st Floor __2 nd Floor __3 rd Floor __Other_____	__1 st Floor __2 nd Floor __3 rd Floor __Other_____	__1 st Floor __2 nd Floor __3 rd Floor __Other_____
Approximate Square Footage				
Number of Bedrooms				
Number of Occupants				
Fire Suppression/Sprinkler System	__ Yes __ No			
Monitored Fire Alarm System	__ Yes __ No			

**New Hope Borough
Mercantile Fire Prevention and Life Safety Questionnaire**

COMMERCIAL	Unit ____	Unit ____	Unit ____	Unit ____
Business Name				
Business Phone				
Business E-Mail				
Business Hours of Operation				
Approximate # of Employees				
Business Type	<input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Restaurant/Bar/ Food Service <input type="checkbox"/> Other _____	<input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Restaurant/Bar/ Food Service <input type="checkbox"/> Other _____	<input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Restaurant/Bar/ Food Service <input type="checkbox"/> Other _____	<input type="checkbox"/> Retail <input type="checkbox"/> Office <input type="checkbox"/> Restaurant/Bar/ Food Service <input type="checkbox"/> Other _____
Approximate Square Footage				
Cooking on Premises	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Fire Suppression/ Sprinkler System	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Monitored Fire Alarm System	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of Extinguishers				
Posted Occupancy Load #				

RESIDENTIAL	Unit ____	Unit ____	Unit ____	Unit ____
Tenant Last Name				
Location	<input type="checkbox"/> 1 st Floor <input type="checkbox"/> 2 nd Floor <input type="checkbox"/> 3 rd Floor <input type="checkbox"/> Other _____	<input type="checkbox"/> 1 st Floor <input type="checkbox"/> 2 nd Floor <input type="checkbox"/> 3 rd Floor <input type="checkbox"/> Other _____	<input type="checkbox"/> 1 st Floor <input type="checkbox"/> 2 nd Floor <input type="checkbox"/> 3 rd Floor <input type="checkbox"/> Other _____	<input type="checkbox"/> 1 st Floor <input type="checkbox"/> 2 nd Floor <input type="checkbox"/> 3 rd Floor <input type="checkbox"/> Other _____
Approximate Square Footage				
Number of Bedrooms				
Number of Occupants				
Fire Suppression/ Sprinkler System	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Monitored Fire Alarm System	<input type="checkbox"/> Yes <input type="checkbox"/> No			

I hereby attest that I am the property owner or agent for the owner of _____
PROPERTY ADDRESS

The information provided in this document is true to the best of my knowledge or belief.

PRINT NAME

SIGNATURE

DATE



New Hope Police Department

125 New Street ♦ New Hope, PA 18938
Fax: 215-862-3570 ♦ admin@newhopepd.org

EMERGENCY CONTACT INFORMATION – BUSINESS

The New Hope Borough Police Department, in conjunction with New Hope Eagle Fire Company, maintain Emergency Contact Information for Business properties within the Borough. Situations such as open doors or windows, vandalism, burglaries, and alarms often occur after normal business hours. Providing this information will help the NHBPD / NHEFD reach the proper representative of your business / property in the event of an emergency.

It is important to keep this information up to date. Should changes occur, this form can be found on the Borough website www.NewHopeBorough.org > Police Department Permits & Forms > Emergency Contact Form

Please complete and return this form to the Police Department via regular mail, fax or email noted above. Use one form per property address / Business unit.

Thank you for your participation.

Property Address: _____

Business Name: _____

Business Phone: _____

Email: _____

Property Owner:
(if different than business owner) _____

Property Owner Phone: _____

Alarm Company Name: _____

Alarm Company Phone: _____

IN CASE OF EMERGENCY / 24 Hour Contact				
	Name	Address	Cell Phone	Home Phone
#1				
#2				
#3				

Date: _____