

Hannibal Fire Department



**Application For
Occupancy / Operational
Permit**



Hannibal Fire Department

2333 Palmyra Road Hannibal, MO 63401
Phone: 573-221-0657 Fax: 573-221-2431
www.hannibalfire.com

Permit / Plan Review Notice:

All inspections require twenty-four (24) hour notice prior to inspection.

Hannibal Fire Dept. administration office is open Monday – Friday 8:00 am to 5:00 pm. (only emergency permits after hours. Call 573-221-4340 HFD ST# 1 or Training Officer Jaeger 573-822-2511)

Permits & fees are not transferable and are not refundable.

All fees shall be made out to the City Of Hannibal

All fees paid at the Hannibal Fire Department administration building shall be secure funds (money order or cashier's check). The collector's office in Hannibal City Hall will take all payment methods (check, credit card, cash, and all others). If you pay at City Hall keep your receipt, the HFD inspector will need a copy of it for their records.

Fees shall be paid prior to any inspections.



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Application For Permit / Plan Review

Applicant Information

Date of Application: _____ Estimated Project Time: _____

Project Address: _____

Address must be assigned by Marion County 911

Lot / Suite #: _____ Business Name: _____

Name of Business to be located at project address above

Permit Applicant: _____ Phone: _____

Company Name or Person Applying for Permit

Name: _____ Phone: _____

Company Name or Person Applying for Permit

Address: _____

Permit Applicant's Street Address

City

State

Zip Code:

Fax: _____ E-mail address: _____

Estimated Cost of Construction: _____

Type of Permit

Type of Permit		Fee
New Fire Protection & Detection Systems Plan Review / Inspection		
<input type="checkbox"/> Kitchen Hood System	(105.7.1)	* (1)
<input type="checkbox"/> Fire Alarm System	(105.7.4)	* (1)
<input type="checkbox"/> Halon / CO2 / Foam System	(105.7.1)	* (1)
<input type="checkbox"/> Fire Pumps	(105.7.5)	* (1)
<input type="checkbox"/> Sprinkler System	(105.7.1)	* (2)
<input type="checkbox"/> Standpipe System	(105.7.12)	* (2)

* Required permit fee charges are \$50.00 for the first and \$25.00 each additional required new fire protection & detection system permit. () indicates the number of inspections included in initial permit fee. Additional inspection will be \$25.00 each.

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Plan Review / Processing Fee:

New / remodeled commercial structures have a base charge of \$100.00 for first \$2,000.00 estimated cost of construction and \$1.00 per each additional \$1,000.00 estimated cost of construction. This includes the initial and one (1) revised plan review, two (2) onsite inspections (one (1) open wall and one (1) final inspection.) One (1) Occupancy / Operational permit is included in above fee.

For the purpose of explanation, a residential structure with three (3) or more dwelling units shall be considered commercial. There shall be no plan review / processing fee for residential structures with three (3) to six (6) dwelling units. However, buildings with three (3) to six (6) dwelling units will be required to submit said plans and have the appropriate inspections prior to occupancy. Additions and alterations over the one (1) revised plan shall be \$50.00 for commercial structures, per plan review. Non Operational permits have an expiration date six months after the date of filing. The fire code official is authorized to grant one (1) or more extensions of time for additional periods not exceeding 90 days each if there is reasonable cause. All time extensions shall be submitted to the Hannibal Fire Dept. in writing 7 days prior to the permit expiration date.

Occupancy / Operational / Change of Occupancy Permits:

- | | |
|---|--|
| <input type="checkbox"/> New Commercial Occupancy | <input type="checkbox"/> Temporary Membrane Structure, Tents, & Canopies |
| <input type="checkbox"/> New / Change Occupancy | <input type="checkbox"/> Fireworks Display |
| <input type="checkbox"/> Carnivals and Fairs | <input type="checkbox"/> Other per IFC 105.6 (Describe) |

Other: _____

The permit fee for commercial (non-residential) Occupancy/ Operational permits shall be \$25.00. Additional inspection over the initial one (1) will be \$12.50 each. *Not for profit organizations may be exempt from the fee with approval of the Fire Chief. (105.3.3)*

Additional Fees:

Fire Department Replacement Card	\$10.00
Stop Work Order	\$50.00 to \$1,000.00 Per Day
Extra Inspection	As Noted

I, the undersigned, hereby certify that I am the owner/agent authorized to apply for this permit and all information herein is true and correct. Further, I certify I have read and agree to the statements on this application.

Applicant Signature:

Print

Sign

Date

Office Use Only

Approved By: _____	Date: _____	Permit No.: _____
Fee: _____	Expiration Date: _____	Comments: _____



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Business Inspection Checklist- General Guidelines

Exit Signs

Exit Signs are required unless it meets the following exceptions:

EXCEPTIONS:

Exit signs are not required in rooms or areas, which require only one exit.

- Two exits or exit access doorways from any space shall be provided where **one** of the following conditions exist:

The occupant load exceeds 50 or

The common path of egress travel exceeds 75'

- Main exterior exit doors or gates which obviously and clearly are identifiable as exits
- There are other exceptions but these are the most common.

If exit signs are required then they shall be internally or externally illuminated at all times. Exit signs shall be connected to an emergency electrical system provided from storage batteries, unit equipment or on site generator.

Emergency Lighting

If emergency lights are there then they need to work. If the business is going to be occupied during the evening hours then emergency lighting is required. They will need to be mounted so the path to the exit is lit up.

Light Bulbs

Exposed bulbs less than 8' either need covered or replaced with fluorescent bulbs. This is really important in small storage closets.

Wiring/Electrical

Wiring less than 8' needs to be protected from physical danger. Cords/wiring shouldn't run through walls. All junction boxes, outlets and switches need covered. All splices should be in a junction box. Any old wiring that is disconnected needs to be removed. A 30" clearance should be maintained in front of any electrical panel. All covers should be installed and any openings filled on the electric panel.

GFCI Outlets

GFCI outlets are required in any bathrooms, over counter tops with water present and on rooftops. We will recommend GFCI outlets in areas that are close to water such as mop sinks, sinks used in salons for washing hair, water fountains, ice machines etc.

Extension Cords

Extension cords can't be used in place of permanent wiring. Power strips with the built in circuit breaker can be used. The cords shouldn't be run under rugs or furniture.

Gas Shut Offs

Shut offs are required for each gas appliance. They should be on the outside within 6' of the appliance.

Address #'s

Address numbers need posted on each business on the street side of the building. The minimum size of lettering is 4" tall and ½" width.

Stock Clearance

Extra stock shouldn't be stored any closer than 24" to the ceiling. If the building is equipped with a sprinkler system then an 18" clearance should be maintained around the sprinkler head.

Fire Extinguishers

All businesses are required to have a fire extinguisher. The minimum size is a 2A10BC, also known as a 5-pound extinguisher. Fire extinguishers are required to be hung or mounted, no higher than 5' to the top of the extinguisher. They shall be easily seen and accessible. Unless the fire extinguisher is brand new they are required to have an annual inspection by a company or person that is trained.

Suppression Systems

If the business has a commercial kitchen then a suppression system will be required. If there is a system already in place then it will be required to meet the current code(s). They are required to be inspected semi-annually. Any of the above listed companies should be able to help provide this service or information.

In a commercial kitchen where deep fat frying is conducted than a Class K extinguisher will be required.

A commercial kitchen is defined as any place that cooks for more than 16 people or occupants.

Building Repair

Any holes in ceilings or walls will need to be filled or repaired. Smaller holes can be filled with fire retardant expanding foam while larger holes will require drywall. Any missing ceiling tile will need to be replaced.

Water Heaters

Water heaters must have a pipe connected to the relief valve. The piping shall extend to within 6" of the floor. No combustibles shall be stored within 30" of the heater.

Furnaces/Heating Appliances

No combustibles shall be stored within 30" of the heater or furnace.

General Housekeeping

Keep aisle ways clear enough for emergency services access. Keep old merchandise/clutter to a minimum.

Spray Finishing

Any spray rooms or booths will need to be protected by a sprinkler or suppression system. There are certain occupancies that require a sprinkler system only. These occupancies are Assembly, Educational, Institutional and Residential.

If you have any questions regarding these systems you can contact either the Building Inspectors office or the Hannibal Fire Department at the numbers listed above.

Sprinkler Systems

Sprinkler systems are required to have an annual inspection by a company or person that is trained in this area. Some of the companies listed above in the fire extinguisher section can provide this service.

If the building is protected by a sprinkler system then the system has to remain in service.

If the building Fire Department Connection (FDC) is still a 2- 2 ½" it will need to be upgraded to the new 4" storz with a Knox locking cap.

HFD Required Construction Documents

Construction documents shall be in accordance with this section of the IFC 2006. 105.4

Submittals:

Construction documents shall be submitted in one or more sets and in such form and detail as required by the fire code official. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. 105.4.1

HFD requires minimum of two (2) sets of prints. One set for plan review and one to be stamped and remain on the job site. HFD requires one digital set of as built at time of completion / occupancy. All documents shall be prepared by a registered design professional. HFD requires a minimum of 2 weeks for plan review.

Information on construction documents:

Construction documents shall be drawn to scale upon suitable material. Electronic media documents are allowed to be submitted when approved by the fire code official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations as determined by the fire code official. 105.4.2

HFD requires the following construction documents:

1. *General construction documents shall be submitted for review and approval prior to construction. Construction documents shall include, but not be limited to, all of the following:*
 - a. *Site plan (including landscape plan & fire apparatus access plan)*
 - b. *Location of all fire protection systems.*
 - c. *A floor plan which indicates the use of all rooms.*
 - d. *The location of the Knox Box. (Required on all new construction)*
 - e. *Full mechanical & plumbing plan.*
 - f. *Electrical plan.*
 - g. *Interior & exterior elevations with finish schedules/details (including reflected ceiling plan)*
2. *Construction documents for fire alarm systems shall be submitted for review and approval prior to system installation. Construction documents shall include, but not be limited to, all of the following:*
 - a. *A floor plan which indicates the use of all rooms.*
 - b. *Locations of alarm-initiating and notification appliances.*
 - c. *Alarm control and trouble signaling equipment.*
 - d. *Annunciation.*
 - e. *Power connection.*
 - f. *Battery calculations.*
 - g. *Conductor type and sizes.*
 - h. *Voltage drop calculations.*
 - i. *Manufacturers, model numbers and listing information for equipment, devices and materials.*
 - j. *Details of ceiling height and construction.*
 - k. *The interface of fire safety control functions.*
3. *Construction documents for automatic sprinkler, standpipe and, fire pump systems shall be submitted for review and approval prior to system installation. Construction documents shall include, but not be limited to, all of the following:*
 - a. *Location of riser/pump on a floor plan.*
 - b. *A floor plan which indicates the use of all rooms.*
 - c. *System flow calculations.*
 - d. *FDC location on a site plan. Note: All HFD FDC's are 4" storz with Knox locking cap.*
 - e. *Water flow alarm location on a site plan. Note: All HFD alarms need to be a horn/strobe.*
 - f. *Location of all valves on floor plan.*
 - g. *The interface of fire safety control functions.*
4. *Construction documents for UL 300 kitchen hood, halon, Co2 and, foam systems shall be submitted for review and approval prior to system installation. Construction documents shall all include, but not be limited to, all of the following:*
 - a. *Location of system on a floor plan.*
 - b. *List/layout of appliances to be protected by the system.*
 - c. *The interface of fire safety control functions.*

Applicant responsibility:

It shall be the responsibility of the applicant to ensure that the construction documents include all of the fire protection requirements and the shop drawings are complete and in compliance with the applicable codes and standards. 105.4.3

Approved documents:

Construction documents approved by the fire code official are approved with the intent that such construction documents comply in all respects with this code (IFC 2006). Review and approval by the fire code official shall not relieve the applicant of the responsibility of compliance with this code (IFC 2006). 105.4.4

Corrected documents:

Where field conditions necessitate any substantial change from the approved construction documents, the fire code official shall have the authority to require the corrected construction documents to be submitted for approval. 105.4.5 *HFD requires all field modifications be resubmitted for approval before modification is made. HFD requires 2 business days to review all field modifications for approval. There is no charge for field modifications.*

Retention of construction documents:

One set of construction documents shall be retained by the fire code official until final approval of the work covered therein. One set of approved construction documents shall be returned to the applicant, and said set shall be kept on the site of the building or work at all times during which the work authorized there by is in progress. 105.4.6 *If more than one set of plans is needed on the job site/office HFD will stamp more plans free of charge.*

Revocation:

The fire code official is authorized to revoke a permit issued under the provisions of this code (IFC 2006) when it is found by inspection or otherwise that there has been a false statement or misrepresentation as to the material facts in the application or construction documents on which the permit or approval was based including, but not limited to, any one of the following: 105.5

- a. The permit is used for a location or establishment other than that for which it was issued.
- b. The permit is used for a condition or activity other than that listed in the permit.
- c. Conditions and limitations set forth in the permit have been violated.
- d. There have been any false statements or misrepresentations as to the material fact in the application for permit or plans submitted or a condition of the permit.
- e. The permit is used by a different person or firm than the name for which it was issued.
- f. The permittee failed, refused or neglected to comply with orders or notices duly served in accordance with the provisions of this code within the time provided therein.
- g. The permit was issued in error or in violation of an ordinance, regulation or this code.

HFD Required Operational Permits

Operational permit

An operational permit allows the applicant to conduct an operation or a business for which a permit is required by Section 105.6 IFC 2006

Aerosol products:

An operational permit is required to manufacture, store or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds (227 kg) net weight. 105.6.1

Amusement buildings:

An operational permit is required to operate a special amusement building. 105.6.2

Aviation facilities:

An operational permit is required to use a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles. Additional permits required by other sections of this code include, but are not limited to, hot work, hazardous materials and flammable or combustible finishes. 105.6.3

Carnivals and fairs:

An operational permit is required to conduct a carnival or fair. 105.6.4

Cellulose nitrate film:

An operational permit is required to store, handle or use cellulose nitrate film in a Group A occupancy. 105.6.5

Combustible dust-producing operations:

An operational permit is required to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2. 105.6.6 IFC 2006

Combustible fibers:

An operational permit is required for the storage and handling of combustible fibers in quantities greater than 100 cubic feet (2.8 m³). 105.6.7

Exception: A permit is not required for agricultural storage.

Compressed gases:

An operational permit is required for the storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed in Table 105.6.8.

Exception: Vehicles equipped for and using compressed gas as a fuel for propelling the vehicle.

**TABLE 105.6.8
PERMIT AMOUNTS FOR COMPRESSED GASES**

TYPE OF GAS	AMOUNT (Cubic feet at NTP)
Corrosive	200
Flammable (except cryogenic fluids and liquefied petroleum gases)	200
Highly toxic	Any Amount
Inert and simple asphyxiant	6,000
Oxidizing (including oxygen)	504
Pyrophoric	Any Amount
Toxic	Any Amount

For SI: 1 cubic foot = 0.02832m³

Covered mall buildings:

An operational permit is required for: 105.6.9

1. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall.
2. The display of liquid- or gas-fired equipment in the mall.
3. The use of open-flame or flame-producing equipment in the mall.

Cryogenic fluids;

An operational permit is required to produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.10.

Exception: Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.

**TABLE 105.6.10
PERMIT AMOUNTS FOR CRYOGENIC FLUIDS**

TYPE OF CRYOGENIC FLUID	INSIDE BUILDING (gallons)	OUTSIDE BUILDING (gallons)
Flammable	More than 1	60
Inert	60	500
Oxidizing (includes oxygen)	10	50
Physical or health hazard not indicated above	Any Amount	Any Amount

For SI: 1 gallon = 3.785 L

Cutting and welding:

An operational permit is required to conduct cutting or welding operations within the jurisdiction. 105.6.11

Dry cleaning plants:

An operational permit is required to engage in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment. 105.6.12

Exhibits and trade shows:

An operational permit is required to operate exhibits and trade shows.105.6.13

Explosives:

An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 33of the IFC 2006. 105.6.14

Exception: Storage in Group R-3 occupancies of smokeless propellant, black powder and small arms primers for personal use, not for resale and in accordance with Section 3306.105.6.14

Fire hydrants and valves:

An operational permit is required to use or operate fire hydrants or valves intended for fire suppression purposes which are installed on water systems and accessible to a fire apparatus access road that is open to or generally used by the public.105.6.15

Exception: A permit is not required for authorized employees of the water company that supplies the system or the fire department to use or operate fire hydrants or valves.

Flammable and combustible liquids:

An operational permit is required: 105.6.16

1. To use or operate a pipeline for the transportation within facilities of flammable or combustible liquids. This requirement shall not apply to the off-site transportation in pipelines regulated by the Department of Transportation (DOT) nor does it apply to piping systems.
2. To store, handle or use Class I liquids in excess of 5 gallons (19 L) in a building or in excess of 10 gallons (37.9 L) outside of a building, except that a permit is not required for the following:
 - 2.1. The storage or use of Class I liquids in the fuel tank of a motor vehicle, aircraft, motorboat, mobile power plant or mobile heating plant, unless such storage, in the opinion of the code official, would cause an unsafe condition.
 - 2.2. The storage or use of paints, oils, varnishes or similar flammable mixtures when such liquids are stored for maintenance, painting or similar purposes for a period of not more than 30 days.
3. To store, handle or use Class II or Class IIIA liquids in excess of 25 gallons (95 L) in a building or in excess of 60 gallons (227 L) outside a building, except for fuel oil used in connection with oil-burning equipment.
4. To remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.
5. To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used.
6. To place temporarily out of service (for more than 90 days) an underground, protected above-ground or above-ground flammable or combustible liquid tank.
7. To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than that for which the tank was designed and constructed.
8. To manufacture, process, blend or refine flammable or combustible liquids.
9. To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.
10. To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.

Floor finishing:

An operational permit is required for floor finishing or surfacing operations exceeding 350 square feet (33 m²) using Class I or Class II liquids. 105.6.17

Fruit and crop ripening:

An operational permit is required to operate a fruit- or crop-ripening facility or conduct a fruit-ripening process using ethylene gas. 105.6.18

Fumigation and thermal insecticidal fogging:

An operational permit is required to operate a business of fumigation or thermal insecticidal fogging and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used. 105.6.19

Hazardous materials:

An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20.

TABLE 105.6.20 - PERMIT AMOUNTS FOR HAZARDOUS MATERIALS

TYPE OF MATERIAL	AMOUNT
Combustible liquids	See Section 105.6.16
Corrosive materials	
Gases	See Section 105.6.8
Liquids	55 gallons
Solids	1,000 pounds
Explosive Materials	See Section 105.6.14
Flammable Materials	
Gases	See Section 105.6.8
Liquids	See Section 105.6.16
Solids	100 Pounds
Highly Toxic Materials	
Gases	See Section 105.6.8
Liquids	Any Amount
Solids	Any Amount
Oxidizing Materials	
Gases	See Section 105.6.8
Liquids	
o Class 4	Any Amount
o Class 3	1 Gallon ^a
o Class 2	10 Gallons
o Class 1	55 Gallons
Solids	
o Class 4	Any Amount
o Class 3	1 Pounds ^b
o Class 2	100 Pounds
o Class 1	500 Pounds
Organic Peroxides	
Liquids	
o Class I	Any Amount
o Class II	Any Amount
o Class III	1 Gallon
o Class IV	2 Gallons
o Class V	No Permit Required
Solids	
o Class I	Any Amount
o Class II	Any Amount
o Class III	10 Pounds
o Class IV	20 Pounds
o Class V	No Permit Required
Pyrophoric Materials	
Gases	Any Amount
Liquids	Any Amount
Solids	Any Amount
Toxic Materials	
Gases	See Section 105.6.8
Liquids	10 Gallons
Solids	100 Pounds
Unstable (reactive) Materials	
Liquids	
o Class 4	Any Amount
o Class 3	Any Amount
o Class 2	5 Gallons
o Class 1	10 Gallons
Solids	
o Class 4	Any Amount
o Class 3	Any Amount
o Class 2	50 Pounds
o Class 1	100 Pounds
Water-Reactive Materials	
Liquids	
o Class 3	Any Amount
o Class 2	5 Gallons
o Class 1	55 Gallons
Solids	
o Class 3	Any Amount
o Class 2	50 Pounds
o Class 1	500 Pounds

For SI: 1 Gallon = 3.785 L; 1 Pound = 0.454 kg.

- a. 20 Gallons when Table 2703.1.1(1) Note k applies and hazard identification signs in accordance with Section 2703.5 are provided for quantities of 20 gallons or less
- b. 200 Pounds when Table 2703.1.1(1) Note k applies and hazard identification signs in accordance with Section 2703.5 are provided for quantities of 200 pounds or less.

HPM facilities:

An operational permit is required to store, handle or use hazardous production materials. 105.6.21

High-piled storage:

An operational permit is required to use a building or portion thereof as a high-piled storage area exceeding 500 square feet (46 m²). 105.6.22

Hot work operations:

An operational permit is required for hot work including, but not limited to: 105.6.23

1. Public exhibitions and demonstrations where hot work is conducted.
2. Use of portable hot work equipment inside a structure.
Exception: Work that is conducted under a construction permit.
3. Fixed-site hot work equipment such as welding booths.
4. Hot work conducted within a hazardous fire area.
5. Application of roof coverings with the use of an open-flame device.
6. When approved, the fire code official shall issue a permit to carry out a Hot Work Program. This program allows approved personnel to regulate their facility's hot work operations. The approved personnel shall be trained in the fire safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 26. These permits shall be issued only to their employees or hot work operations under their supervision.

Industrial ovens:

An operational permit is required for operation of industrial ovens regulated by Chapter 21 in the IFC 2006. 105.6.24

Lumber yards and woodworking plants:

An operational permit is required for the storage or processing of lumber exceeding 100,000 board feet (8,333 ft³) (236 m³). 105.6.25

Liquid- or gas-fueled vehicles or equipment in assembly buildings:

An operational permit is required to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings. 105.6.26

LP-gas:

An operational permit is required for: 105.6.27

1. Storage and use of LP-gas.
Exception: A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3.
2. Operation of cargo tankers that transport LP-gas.

Magnesium:

An operational permit is required to melt, cast, heat treat or grind more than 10 pounds (4.54 kg) of magnesium. 105.6.28

Miscellaneous combustible storage:

An operational permit is required to store in any building or upon any premises in excess of 2,500 cubic feet (71 m³) gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material. 105.6.29

Open Burning:

An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to. 105.6.30
Exception: Recreational fires.

Open Flames and Torches:

An operational permit is required to remove paint with a torch; or to use a torch or open-flame device in a hazardous fire area. 105.6.31

Open Flames and Candles:

An operational permit is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments. 105.6.32

Organic Coatings:

An operational permit is required for any organic-coating manufacturing operation producing more than 1 gallon (4 L) of an organic coating in one day. 105.6.33

Places of Assembly:

An operational permit is required to operate a place of assembly. 105.6.34

Private Fire Hydrants:

An operational permit is required for the removal from service, use or operation of private fire hydrants.105.6.35

Exception: A permit is not required for private industry with trained maintenance personnel, private fire brigade or fire departments to maintain, test and use private hydrants.

Pyrotechnic Special Effects Material:

An operational permit is required for use and handling of pyrotechnic special effects material.105.6.36

Pyroxylin Plastics:

An operational permit is required for storage or handling of more than 25 pounds (11 kg) of cellulose nitrate (pyroxylin) plastics and for the assembly or manufacture of articles involving pyroxylin plastics.105.6.37

Refrigeration Equipment:

An operational permit is required to operate a mechanical refrigeration unit or system regulated by Chapter 6 in the IFC 2006. 105.6.38

Repair garages and Motor Fuel-Dispensing Facilities:

An operational permit is required for operation of repair garages and automotive, marine and fleet motor fuel-dispensing facilities. 105.6.39

Rooftop Heliports:

An operational permit is required for the operation of a rooftop heliport.105.6.40

Spraying or Dipping:

An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 15 on the IFC 2006. 105.6.41

Storage of Scrap Tires and Tire Byproducts:

An operational permit is required to establish, conduct or maintain storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet (71m³) of total volume of scrap tires and for indoor storage of tires and tire byproducts. 105.6.42

Temporary Membrane Structures, Tents and Canopies:

An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19 m²), or a canopy in excess of 400 square feet (37 m²). 105.6.43

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
 - a. Individual canopies having a maximum size of 700 square feet (65 m²).
 - b. The aggregate area of multiple canopies placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65m²) total.
 - c. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.
 - d. The aggregate area of multiple canopies placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65 m²) total.
 - e. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be maintained.



Hannibal Fire Department

2333 Palmyra Road Hannibal, MO 63401

Phone: 573-221-0657 Fax: 573-221-2431

www.hannibalfire.com

Business Inspection Checklist- General Guidelines

Exit Signs

Exit Signs are required unless it meets the following exceptions:

EXCEPTIONS:

Exit signs are not required in rooms or areas, which require only one exit.

- Two exits or exit access doorways from any space shall be provided where **one** of the following conditions exist:

The occupant load exceeds 50 or

The common path of egress travel exceeds 75'

- Main exterior exit doors or gates which obviously and clearly are identifiable as exits
- There are other exceptions but these are the most common.

If exit signs are required then they shall be internally or externally illuminated at all times. Exit signs shall be connected to an emergency electrical system provided from storage batteries, unit equipment or on site generator.

Emergency Lighting

If emergency lights are there then they need to work. If the business is going to be occupied during the evening hours then emergency lighting is required. They will need to be mounted so the path to the exit is lit up.

Light Bulbs

Exposed bulbs less than 8' either need covered or replaced with fluorescent bulbs. This is really important in small storage closets.

Wiring/Electrical

Wiring less than 8' needs to be protected from physical danger. Cords/wiring shouldn't run through walls. All junction boxes, outlets and switches need covered. All splices should be in a junction box. Any old wiring that is disconnected needs to be removed. A 30" clearance should be maintained in front of any electrical panel. All covers should be installed and any openings filled on the electric panel.

GFCI Outlets

GFCI outlets are required in any bathrooms, over counter tops with water present and on rooftops. We will recommend GFCI outlets in areas that are close to water such as mop sinks, sinks used in salons for washing hair, water fountains, ice machines etc.

Extension Cords

Extension cords can't be used in place of permanent wiring. Power strips with the built in circuit breaker can be used. The cords shouldn't be run under rugs or furniture.

Gas Shut Offs

Shut offs are required for each gas appliance. They should be on the outside within 6' of the appliance.

Address #'s

Address numbers need posted on each business on the street side of the building. The minimum size of lettering is 4" tall and ½" width.

Stock Clearance

Extra stock shouldn't be stored any closer than 24" to the ceiling. If the building is equipped with a sprinkler system then an 18" clearance should be maintained around the sprinkler head.

Fire Extinguishers

All businesses are required to have a fire extinguisher. The minimum size is a 2A10BC, also known as a 5-pound extinguisher. Fire extinguishers are required to be hung or mounted, no higher than 5' to the top of the extinguisher. They shall be easily seen and accessible. Unless the fire extinguisher is brand new they are required to have an annual inspection by a company or person that is trained.

Suppression Systems

If the business has a commercial kitchen then a suppression system will be required. If there is a system already in place then it will be required to meet the current code(s). They are required to be inspected semi-annually. Any of the above listed companies should be able to help provide this service or information.

In a commercial kitchen where deep fat frying is conducted than a Class K extinguisher will be required.

A commercial kitchen is defined as any place that cooks for more than 16 people or occupants.

Building Repair

Any holes in ceilings or walls will need to be filled or repaired. Smaller holes can be filled with fire retardant expanding foam while larger holes will require drywall. Any missing ceiling tile will need to be replaced.

Water Heaters

Water heaters must have a pipe connected to the relief valve. The piping shall extend to within 6" of the floor. No combustibles shall be stored within 30" of the heater.

Furnaces/Heating Appliances

No combustibles shall be stored within 30" of the heater or furnace.

General Housekeeping

Keep aisle ways clear enough for emergency services access. Keep old merchandise/clutter to a minimum.

Spray Finishing

Any spray rooms or booths will need to be protected by a sprinkler or suppression system. There are certain occupancies that require a sprinkler system only. These occupancies are Assembly, Educational, Institutional and Residential.

If you have any questions regarding these systems you can contact either the Building Inspectors office or the Hannibal Fire Department at the numbers listed above.

Sprinkler Systems

Sprinkler systems are required to have an annual inspection by a company or person that is trained in this area. Some of the companies listed above in the fire extinguisher section can provide this service.

If the building is protected by a sprinkler system then the system has to remain in service.

If the building Fire Department Connection (FDC) is still a 2- 2 ½" it will need to be upgraded to the new 4" storz with a Knox locking cap.

HFD Required Operational Permits

Operational permit

An operational permit allows the applicant to conduct an operation or a business for which a permit is required by Section 105.6 IFC 2006

Aerosol products:

An operational permit is required to manufacture, store or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds (227 kg) net weight. 105.6.1

Amusement buildings:

An operational permit is required to operate a special amusement building. 105.6.2

Aviation facilities:

An operational permit is required to use a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles. Additional permits required by other sections of this code include, but are not limited to, hot work, hazardous materials and flammable or combustible finishes. 105.6.3

Carnivals and fairs:

An operational permit is required to conduct a carnival or fair. 105.6.4

Cellulose nitrate film:

An operational permit is required to store, handle or use cellulose nitrate film in a Group A occupancy. 105.6.5

Combustible dust-producing operations:

An operational permit is required to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2. 105.6.6 IFC 2006

Combustible fibers:

An operational permit is required for the storage and handling of combustible fibers in quantities greater than 100 cubic feet (2.8 m³). 105.6.7

Exception: A permit is not required for agricultural storage.

Compressed gases:

An operational permit is required for the storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed in Table 105.6.8.

Exception: Vehicles equipped for and using compressed gas as a fuel for propelling the vehicle.

**TABLE 105.6.8
PERMIT AMOUNTS FOR COMPRESSED GASES**

TYPE OF GAS	AMOUNT (Cubic feet at NTP)
Corrosive	200
Flammable (except cryogenic fluids and liquefied petroleum gases)	200
Highly toxic	Any Amount
Inert and simple asphyxiant	6,000
Oxidizing (including oxygen)	504
Pyrophoric	Any Amount
Toxic	Any Amount

For SI: 1 cubic foot = 0.02832m³

Covered mall buildings:

An operational permit is required for: 105.6.9

1. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall.
2. The display of liquid- or gas-fired equipment in the mall.
3. The use of open-flame or flame-producing equipment in the mall.

Cryogenic fluids;

An operational permit is required to produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.10.

Exception: Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.

**TABLE 105.6.10
PERMIT AMOUNTS FOR CRYOGENIC FLUIDS**

TYPE OF CRYOGENIC FLUID	INSIDE BUILDING (gallons)	OUTSIDE BUILDING (gallons)
Flammable	More than 1	60
Inert	60	500
Oxidizing (includes oxygen)	10	50
Physical or health hazard not indicated above	Any Amount	Any Amount

For SI: 1 gallon = 3.785 L

Cutting and welding:

An operational permit is required to conduct cutting or welding operations within the jurisdiction. 105.6.11

Dry cleaning plants:

An operational permit is required to engage in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment. 105.6.12

Exhibits and trade shows:

An operational permit is required to operate exhibits and trade shows.105.6.13

Explosives:

An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 33of the IFC 2006. 105.6.14

Exception: Storage in Group R-3 occupancies of smokeless propellant, black powder and small arms primers for personal use, not for resale and in accordance with Section 3306.105.6.14

Fire hydrants and valves:

An operational permit is required to use or operate fire hydrants or valves intended for fire suppression purposes which are installed on water systems and accessible to a fire apparatus access road that is open to or generally used by the public.105.6.15

Exception: A permit is not required for authorized employees of the water company that supplies the system or the fire department to use or operate fire hydrants or valves.

Flammable and combustible liquids:

An operational permit is required: 105.6.16

1. To use or operate a pipeline for the transportation within facilities of flammable or combustible liquids. This requirement shall not apply to the off-site transportation in pipelines regulated by the Department of Transportation (DOT) nor does it apply to piping systems.
2. To store, handle or use Class I liquids in excess of 5 gallons (19 L) in a building or in excess of 10 gallons (37.9 L) outside of a building, except that a permit is not required for the following:
 - 2.1. The storage or use of Class I liquids in the fuel tank of a motor vehicle, aircraft, motorboat, mobile power plant or mobile heating plant, unless such storage, in the opinion of the code official, would cause an unsafe condition.
 - 2.2. The storage or use of paints, oils, varnishes or similar flammable mixtures when such liquids are stored for maintenance, painting or similar purposes for a period of not more than 30 days.
3. To store, handle or use Class II or Class IIIA liquids in excess of 25 gallons (95 L) in a building or in excess of 60 gallons (227 L) outside a building, except for fuel oil used in connection with oil-burning equipment.
4. To remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.
5. To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used.
6. To place temporarily out of service (for more than 90 days) an underground, protected above-ground or above-ground flammable or combustible liquid tank.
7. To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than that for which the tank was designed and constructed.
8. To manufacture, process, blend or refine flammable or combustible liquids.
9. To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.
10. To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.

Floor finishing:

An operational permit is required for floor finishing or surfacing operations exceeding 350 square feet (33 m²) using Class I or Class II liquids. 105.6.17

Fruit and crop ripening:

An operational permit is required to operate a fruit- or crop-ripening facility or conduct a fruit-ripening process using ethylene gas. 105.6.18

Fumigation and thermal insecticidal fogging:

An operational permit is required to operate a business of fumigation or thermal insecticidal fogging and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used. 105.6.19

Hazardous materials:

An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.20.

TABLE 105.6.20 - PERMIT AMOUNTS FOR HAZARDOUS MATERIALS

TYPE OF MATERIAL	AMOUNT
Combustible liquids	See Section 105.6.16
Corrosive materials	
Gases	See Section 105.6.8
Liquids	55 gallons
Solids	1,000 pounds
Explosive Materials	See Section 105.6.14
Flammable Materials	
Gases	See Section 105.6.8
Liquids	See Section 105.6.16
Solids	100 Pounds
Highly Toxic Materials	
Gases	See Section 105.6.8
Liquids	Any Amount
Solids	Any Amount
Oxidizing Materials	
Gases	See Section 105.6.8
Liquids	
o Class 4	Any Amount
o Class 3	1 Gallon ^a
o Class 2	10 Gallons
o Class 1	55 Gallons
Solids	
o Class 4	Any Amount
o Class 3	1 Pounds ^b
o Class 2	100 Pounds
o Class 1	500 Pounds
Organic Peroxides	
Liquids	
o Class I	Any Amount
o Class II	Any Amount
o Class III	1 Gallon
o Class IV	2 Gallons
o Class V	No Permit Required
Solids	
o Class I	Any Amount
o Class II	Any Amount
o Class III	10 Pounds
o Class IV	20 Pounds
o Class V	No Permit Required
Pyrophoric Materials	
Gases	Any Amount
Liquids	Any Amount
Solids	Any Amount
Toxic Materials	
Gases	See Section 105.6.8
Liquids	10 Gallons
Solids	100 Pounds
Unstable (reactive) Materials	
Liquids	
o Class 4	Any Amount
o Class 3	Any Amount
o Class 2	5 Gallons
o Class 1	10 Gallons
Solids	
o Class 4	Any Amount
o Class 3	Any Amount
o Class 2	50 Pounds
o Class 1	100 Pounds
Water-Reactive Materials	
Liquids	
o Class 3	Any Amount
o Class 2	5 Gallons
o Class 1	55 Gallons
Solids	
o Class 3	Any Amount
o Class 2	50 Pounds
o Class 1	500 Pounds

For SI: 1 Gallon = 3.785 L; 1 Pound = 0.454 kg.

- a. 20 Gallons when Table 2703.1.1(1) Note k applies and hazard identification signs in accordance with Section 2703.5 are provided for quantities of 20 gallons or less
- b. 200 Pounds when Table 2703.1.1(1) Note k applies and hazard identification signs in accordance with Section 2703.5 are provided for quantities of 200 pounds or less.

HPM facilities:

An operational permit is required to store, handle or use hazardous production materials.105.6.21

High-piled storage:

An operational permit is required to use a building or portion thereof as a high-piled storage area exceeding 500 square feet (46 m2). 105.6.22

Hot work operations:

An operational permit is required for hot work including, but not limited to: 105.6.23

1. Public exhibitions and demonstrations where hot work is conducted.
2. Use of portable hot work equipment inside a structure.
Exception: Work that is conducted under a construction permit.
3. Fixed-site hot work equipment such as welding booths.
4. Hot work conducted within a hazardous fire area.
5. Application of roof coverings with the use of an open-flame device.
6. When approved, the fire code official shall issue a permit to carry out a Hot Work Program. This program allows approved personnel to regulate their facility's hot work operations. The approved personnel shall be trained in the fire safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 26. These permits shall be issued only to their employees or hot work operations under their supervision.

Industrial ovens:

An operational permit is required for operation of industrial ovens regulated by Chapter 21in the IFC 2006. 105.6.24

Lumber yards and woodworking plants:

An operational permit is required for the storage or processing of lumber exceeding 100,000 board feet (8,333 ft3) (236 m3). 105.6.25

Liquid- or gas-fueled vehicles or equipment in assembly buildings:

An operational permit is required to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings. 105.6.26

LP-gas:

An operational permit is required for: 105.6.27

1. Storage and use of LP-gas.
Exception: A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3.
2. Operation of cargo tankers that transport LP-gas.

Magnesium:

An operational permit is required to melt, cast, heat treat or grind more than 10 pounds (4.54 kg) of magnesium.105.6.28

Miscellaneous combustible storage:

An operational permit is required to store in any building or upon any premises in excess of 2,500 cubic feet (71m3) gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material. 105.6.29

Open Burning:

An operational permit is required for the kindling or maintaining of an open fire or a fire on any public street, alley, road, or other public or private ground. Instructions and stipulations of the permit shall be adhered to.105.6.30
Exception: Recreational fires.

Open Flames and Torches:

An operational permit is required to remove paint with a torch; or to use a torch or open-flame device in a hazardous fire area.105.6.31

Open Flames and Candles:

An operational permit is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.105.6.32

Organic Coatings:

An operational permit is required for any organic-coating manufacturing operation producing more than 1 gallon (4 L) of an organic coating in one day.105.6.33

Places of Assembly:

An operational permit is required to operate a place of assembly. 105.6.34

Private Fire Hydrants:

An operational permit is required for the removal from service, use or operation of private fire hydrants.105.6.35

Exception: A permit is not required for private industry with trained maintenance personnel, private fire brigade or fire departments to maintain, test and use private hydrants.

Pyrotechnic Special Effects Material:

An operational permit is required for use and handling of pyrotechnic special effects material.105.6.36

Pyroxylin Plastics:

An operational permit is required for storage or handling of more than 25 pounds (11 kg) of cellulose nitrate (pyroxylin) plastics and for the assembly or manufacture of articles involving pyroxylin plastics.105.6.37

Refrigeration Equipment:

An operational permit is required to operate a mechanical refrigeration unit or system regulated by Chapter 6 in the IFC 2006. 105.6.38

Repair garages and Motor Fuel-Dispensing Facilities:

An operational permit is required for operation of repair garages and automotive, marine and fleet motor fuel-dispensing facilities. 105.6.39

Rooftop Heliports:

An operational permit is required for the operation of a rooftop heliport.105.6.40

Spraying or Dipping:

An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 15 on the IFC 2006. 105.6.41

Storage of Scrap Tires and Tire Byproducts:

An operational permit is required to establish, conduct or maintain storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet (71m³) of total volume of scrap tires and for indoor storage of tires and tire byproducts. 105.6.42

Temporary Membrane Structures, Tents and Canopies:

An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19 m²), or a canopy in excess of 400 square feet (37 m²). 105.6.43

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
 - a. Individual canopies having a maximum size of 700 square feet (65 m²).
 - b. The aggregate area of multiple canopies placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65m²) total.
 - c. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.
 - d. The aggregate area of multiple canopies placed side by side without a fire break clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet (65 m²) total.
 - e. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be maintained.