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The fire department has 4 platoons, one Fire Marshal assigned to each platoon. They work a 4 on 4 off rotating day/night shift schedule. The FM's are tasked with fire code enforcement, fire recurring permit inspections, fire investigations, fire special use permit inspections and complaints of fire code violations. Each month the Fire Marshals are assigned a list of businesses whose fire recurring permits are due to expire the following month and need to be inspected per chapter 225, section 105 of the city ordinance. The following data pertains only to fire recurring permit inspections performed by FM's and the Assistant Chief of Prevention.

**2023 Combined Fire Marshal Permit  
Inspection Activity**

	<b>Assigned</b>	<b>1st Inspection</b>	<b>Inspection follow-ups</b>
<b>January</b>	38	26	12
<b>February</b>	33	7	2
<b>March</b>	64	28	20
<b>April</b>	62	32	22
<b>May</b>	46	32	17
<b>June</b>	47	52	41
<b>July</b>	55	63	26
<b>August</b>	58	61	31
<b>September</b>	51	47	36
<b>October</b>	44	46	33
<b>November</b>	62	39	27
<b>December</b>	45	50	30
<b>TOTALS</b>	<b>605</b>	<b><u>483</u> 80%</b>	<b><u>297</u> 61%</b>

Our main objective in requesting the excessive inspections fee is to reduce the number of follow-up inspections. The amount of time spent revisiting inspection sites has greatly reduced the amount of time we have for new inspections and puts the FM's behind on their overall 1<sup>st</sup> inspections which is why we were only able to visit 80% of the assigned inspections in 2023. The Health and Building departments already have follow-up penalty fees in place to encourage compliance on their first visit.



**ALLENTOWN FIRE DEPARTMENT**

Fire Prevention Office  
Allentown Fire Department  
Office 610.437.7758

**PLACE OF ASSEMBLY-APPLICATION FOR BI-ANNUAL PERMIT AS REQUIRED BY THE FIRE PREVENTION CODE.**

Application is hereby made for a permit and/or certification to conduct, perform, engage in, or occupy any of the operations, processes, activities, or structures as provided for in Section 105 of the City of Allentown Fire Prevention Code. By this application, it is agreed that the occupancy will comply with all applicable ordinances and regulations. It is further agreed that said occupancy shall be open to inspection by the Allentown Fire Department.

**INSTRUCTIONS:** Pay on line at [https://energov.allentownpa.gov/EnerGov\\_Prod/SelfService#/payinvoice](https://energov.allentownpa.gov/EnerGov_Prod/SelfService#/payinvoice) or make check or money order payable to the City of Allentown. DO NOT SEND CASH. Send the permit/inspection fee along with the completed application to Allentown Fire Prevention, 435 Hamilton Street, Room 425, Allentown PA 18101. PERMITS ARE NOT TRANSFERABLE. Permit and inspection fees not paid within thirty (30) days shall be subject to an added ten (10) percent late charge, to cover the added costs of collection.

**Facility Name****Person Responsible****Address****Business Phone****Emergency Phone****Business Email****Property owner****Phone number of Property owner**

The International Fire Code (IFC) 2018 Edition has been adopted by the City of Allentown. 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 for this inspection type.

Below are some guidelines the fire marshal looks at to help you prepare before your inspection to ensure you receive a passing inspection and avoid multiple visits for any violations and delay your permit. Please use the checklist below before returning the application and payment.

**INSPECTION CHECKLIST**

- ☐ IFC 603.5.2-Heating System Serviced per guidelines. Gas-2 Yr., Oil 1 Yr. Maximum Intervals
- ☐ IFC 315-All combustible storage and general storage conditions away from furnace or baseboard heat.
- ☐ IFC 604-Occupancy free from obvious electrical/extension cord hazards.
- ☐ Number of fire exits in assembly. All required exits accessible during occupancy.
- ☐ Minimum of 2 exits per 50-500 people, 3 exits for 500-999 people, 4 exits for 1000 persons and over.
- ☐ IFC 1013.1 & 1013.4-Exits marked with approved exit signs.
- ☐ IFC 1008 & 1025-Main rooms, exit paths and discharge areas lighted with artificial lighting with battery back up.
- ☐ Main aisles at least 36 inches wide, 44 inches if serving over 50 occupants.
- ☐ IFC 1010.1.9-Locks, bolts, special operations not permitted on exits.
- ☐ IFC 904.12.5-Kitchen fire suppression inspected, tank full, nozzles in place and pull station accessible.
- ☐ Cooking system inspection frequency: High volume cooking operations such as 24-hour cooking, charbroiling and wok cooking-3 months
- ☐ Cooking system inspection frequency: Low volume cooking operations such as seasonal business, religious worship and senior centers - 12 months
- ☐ Cooking system inspection frequency: Cooking operations utilizing solid-fuel burning cooking appliances - 1 month
- ☐ Cooking system frequency: All other cooking operations - 6 months
- ☐ IFC 903.2-Is there a sprinkler system? Full or Partial
- ☐ IFC 906-Fire extinguishers installed and tested per code.
- ☐ IFC 807-Approved décor.
- ☐ IFC 901.5-Manual alarm, automatic fire detection and fire sprinklers operable. IFC 903.5 & 907.8-Copies of tests.
- ☐ IFC 570.1-Flammable liquid storage within guidelines, none in the basement.
- ☐ IFC 912-Fire department connection accessible and capped.
- ☐ Fire exit door swings protected from vehicle parking and other possible obstructions.
- ☐ Interior same as last inspection with no occupancy updates required.
- ☐ IFC 1004.9-Occupancy number displayed.
- ☐ IFC 505.1. Address visible from the street.

**Return with permit payment to the Fire Prevention Office**



## ALLENTOWN FIRE DEPARTMENT

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### **GARAGE/SERVICE STATION-APPLICATION FOR BI-ANNUAL PERMIT AS REQUIRED BY THE FIRE PREVENTION CODE.**

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<b>Facility Name</b>	<b>Person Responsible</b>
<b>Address</b>	
<b>Business Phone</b>	<b>Emergency Phone</b>
<b>Business Email</b>	
<b>Property owner</b>	<b>Phone number of Property owner</b>

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Below are some guidelines the fire marshal looks at to help you prepare before your inspection to ensure you receive a passing inspection and avoid multiple visits for any violations and delay your permit. Please use the checklist below before returning the application and payment.

#### **INSPECTION CHECKLIST**

- ☐ Furnace/heaters suitable for garage. Heat source must be located at least 18 inches above floor. Heating unit must be protected from impact.
- ☐ Heating System Serviced per guidelines. Gas-2 Yr., Oil 1 Yr. Maximum Intervals
- ☐ All combustible storage away from furnace and not within 3 feet of heating units.
- ☐ **IFC 604.** Occupancy free from obvious electrical/extension cord hazards.
- ☐ Storage tanks and containers that hold flammable or combustible liquids must be approved by the Fire Prevention Office.
- ☐ No draining of gasoline tanks indoors unless the space is specially designed for that purpose.
- ☐ **IFC 2311.2.2-**Waste oil and waste coolants properly stored in approved containers.
- ☐ Minimum of 2A 40BC fire extinguisher to be available within 30 feet of all hazard areas including vehicle service bays and flammable and combustible liquid storage areas.
- ☐ **IFC 2311.2.1-**Parts cleaning must be done in an approved device or appliance.
- ☐ **IFC 2311.2.3.2-**Self-closing metal cans must be installed and used for oily rags and waste.
- ☐ **IFC 2311.3.2-**No smoking except in approved designated areas.
- ☐ **IFC 2311.8.4.3-**Emergency exits unblocked and available for emergency use.
- ☐ **IFC 2305.5 & 2311.8.7-**Fire extinguishers not more than 75 feet from pumps, dispensers or storage tanks.
- ☐ **IFC 2307.6.4-**Vehicle impact protection installed within 10 feet of vehicle traffic, LP gas storage, pumps and dispensers.
- ☐ **IFC 505.1.** Address visible from the street.

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# ALLENTOWN FIRE DEPARTMENT

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## HOME DAYCARE-APPLICATION FOR ANNUAL PERMIT AS REQUIRED BY THE FIRE PREVENTION CODE.

Application is hereby made for a permit and/or certification to conduct, perform, engage in, or occupy any of the operations, processes, activities, or structures as provided for in Section 105 of the City of Allentown Fire Prevention Code. By this application, it is agreed that the occupancy will comply with all applicable ordinances and regulations. It is further agreed that said occupancy shall be open to inspection by the Allentown Fire Department.

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Facility Name	Person Responsible			
Address				
Business Phone	Emergency Phone			
Business Email				
Property owner	Phone number of Property owner			
What floor is the daycare located in your home?				
Number of floors (do not include basement)	Is basement finished(circle)	Full	Parial	Unfinished
What floor is the restroom located for the daycare?				
What type of heat is in your home?				

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Below are some guidelines the fire marshal looks at to help you prepare before your inspection to ensure you receive a passing inspection and avoid multiple visits for any violations and delay your permit. Please use the checklist below before returning the application and payment.

Family Class Child Care applies to 4-6 children as defined in Title 55.

Group Child Care applies to 7-12 children as defined in Title 55.

### INSPECTION CHECKLIST

- ☐ IFC 603. Heating System Serviced per guidelines. Gas-2 Yr., Oil 1 Yr. Maximum Intervals
- ☐ IFC 315. Storage practices in compliance. All combustible storage away from furnace or baseboard heat.
- ☐ IFC 604. Occupancy free from obvious electrical/extension cord hazards.
- ☐ IFC 1104. Number of exits in compliance and accessible.
- ☐ Doors and escape windows unblocked and usable.
- ☐ Cooking areas clean and safe.
- ☐ No smoking permitted when children are present.
- ☐ IFC 907.2.102. Smoke detectors on every floor level / bedroom and operable. Interconnected by Bluetooth or hard wired and UL listed.
- ☐ IFC 1103.9. Carbon monoxide alarms shall be installed in any child care building where there is a possible source for carbon monoxide on every level.
- ☐ IFC 405. Fire drills practiced and records kept, 4 per year minimum for family day care and 60 days for group daycare.
- ☐ IFC 901.6 & 906.2. Fire extinguishers installed and tested per code.
- ☐ IFC 5701. Flammable liquid storage within guidelines, none in the basement.
- ☐ IFC 603.4.2.3.4. Propane tanks prohibited in home.
- ☐ Safety program for lighters, matches, and candles.
- ☐ Total number of infants under 1 year old may not be over 2 in family childcare home.
- ☐ Total number of children under 3 years old may not be over 5 in family childcare home.
- ☐ Approved fire safety plan on site.
- ☐ IFC 505.1. Address visible from the street.

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