



City of Miami - Fire & Life Safety Compliance Checklist Assembly Occupancy

Use this Fire Department checklist to meet the requirements for obtaining a Certificate of Use in the City of Miami.

Assembly Occupancy: An occupancy used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses.

Exits & Egress

- ☐ Ensure all exits are unlocked and unobstructed while the building is occupied.
- ☐ Verify that exit doors open easily without the use of a key, tool, or special knowledge.
- ☐ Confirm that all egress paths avoid hazardous areas such as kitchens or mechanical rooms.
- ☐ Maintain aisle accessways between tables with a minimum clearance of 12 –19 inches.
- ☐ Keep egress routes in seating areas at least 44 inches wide at all times.
- ☐ Ensure no dead-end aisles in seating areas exceed 20 feet in length.
- ☐ Keep the approved seat layout plan and occupant load certificate on-site and up to date.
- ☐ Test fire doors to confirm they close and latch properly without obstruction.

Occupant Load

- ☐ Post the occupant load sign at the main entrance in a clearly visible location.
- ☐ Monitor and enforce the occupant load limit during peak events.

Fire Protection Systems

- ☐ Inspect the fire alarm system annually and ensure the inspection tag is current and clearly visible.
- ☐ Inspect the sprinkler system annually and ensure sprinkler heads are free of paint and obstructions with at least 18 inches clearance below.
- ☐ Keep fire pump and standpipe rooms completely free of storage.
- ☐ Ensure fire extinguishers are present, properly mounted, clearly visible, and inspected/tagged within the past year.
- ☐ Install carbon monoxide detectors in areas where gas-fueled equipment is used.
- ☐ Test emergency lights and exit signs regularly to ensure they are functional.

Interior Finishes & Decorations

- ☐ Verify that all finishes, decorations, and furnishings meet flame-retardant requirements.
- ☐ Ensure decorations and draperies do not obstruct exit signs or fire equipment.



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Special Events & Temporary Setups

- ☐ Assign certified crowd managers at a ratio of 1 per 250 occupants (may be reduced if the venue is sprinklered).
- ☐ Ensure all temporary seating, stages, and booths are fire-retardant and do not block egress paths.
- ☐ Always keep the special event permit and approved plans available on-site.
- ☐ Use fire-rated tents and ensure proper separation between tents as required by code.
- ☐ Place cooking equipment under tents only on non-combustible surfaces and ensure correct fire extinguishers are present.
- ☐ Secure propane tanks in stabilizing structures and keep them away from flames or heat sources.

Housekeeping and Storage

- ☐ Store combustibles properly; flammable liquids must be kept in approved containers.
- ☐ Keep mechanical, electrical, fire pump, and command rooms completely free of storage.
- ☐ Maintain trash rooms clear of debris and ensure doors are self-closing.
- ☐ Provide proper receptacles in designated smoking areas.