



City of Miami - Fire & Life Safety Compliance Checklist

Mercantile Occupancy

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

Mercantile Occupancy: An occupancy used for the display and sale of merchandise.

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.
- ☐ Ensure no dead-end corridors exceed 50 feet.
- ☐ Maintain at least 28 inches clear width for required aisles.
- ☐ Verify special locking systems (e.g., delayed egress, sensor release) comply with code.
- ☐ Confirm fire doors close, latch properly, and are never propped open.
- ☐ For Class A Mercantile Occupancies, ensure there is a minimum of 60 inches clear width leading directly to an exit.

Fire Protection Systems (if applicable)

- ☐ 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.

Kitchens & Cooking Areas (if applicable)

- ☐ Schedule and document servicing of the hood suppression system; ensure it is properly tagged upon completion.
- ☐ Remove and maintain a clear zone free of combustible materials around all cooking appliances.
- ☐ Install and verify the presence of Class K fire extinguishers in all kitchens with grease-cooking equipment.

Electrical Safety

- ☐ Keep electrical panels clearly labeled and free from obstruction.
- ☐ Use only permanent wiring solutions: remove any extension cords being used for ongoing power needs.
- ☐ Inspect and repair any exposed or damaged wiring.



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Housekeeping & 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.