



Westampton Township Emergency Services
Bureau of Fire Prevention
Office of the Fire Marshal

780 Woodlane Road Westampton, New Jersey 08060
Phone (609) 267-2041 ext. 215 Fax (609) 267-3305
www.westamptonfire.org



Dear Business Owner/Agent,

Enclosed you will find your annual invoice for the fire safety registration inspection and/or permit as required by Westampton Township Ordinance. These fees are calculated by the square footage of your business and/or the hazards contained within. So as to streamline the process, invoices will be sent out in January and June; with yours arriving based on the time of the year of your last annual inspection. These fees are due annually and will only be billed once regardless of when the inspection will be conducted.

We continue to enforce the New Jersey edition of the International Fire Code and any applicable Township Ordinances as required. Below we have compiled a list of some of the most common fire code violations discovered during an inspection. Please check your business for these violations. Doing so will reduce or eliminate an Inspector having to formally cite you for violations and further ensure your fire safety.

In the event violations are cited, you will have in most cases up to 30 days to abate those violations. We would be more than willing to work with you and make any accommodations allowed in order to accomplish our ultimate goal of fire safety. We thank you for your time and attention to these matters. If you have any questions, please do not hesitate to contact me.

Respectfully,

Craig Farnsworth
Fire Chief / Fire Official
Township of Westampton



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PRE-INSPECTION CHECKLIST

1. All exits and exit access paths are clear and unobstructed.
 2. All exit signs are illuminated and Emergency Lighting is functioning. Please maintain the log as provided.
 3. All fire extinguishers are unobstructed, charged, tagged, and have been inspected by a licensed/permitted contractor within the State of New Jersey. Ensure 30-day checks are being conducted and the log on the back of the tag is maintained. Fire Extinguishers contained in a cabinet require 2D signage posted above the cabinet to ensure visibility.
 4. If your building has a fire sprinkler system make sure it has been tested and inspected within the last 12 months by a State of New Jersey registered contractor. A copy of your inspection report shall be turned over to the Fire Inspector at the time of inspection and shall have the contractor's registration number visible. Copies must remain onsite.
 5. If your building has a fire alarm system make sure it has been inspected and tested within the last 12 months by a State of New Jersey registered alarm company. A copy of your inspection report shall be turned over to the Fire Inspector at the time of inspection and shall have the contractor's registration number visible. Copies must remain onsite.
 6. If you have a cooking operation that requires a suppression system make sure the system has been tested and inspected within the last 6 months. The system is required to be inspected semi-annually by a State of New Jersey licensed/permitted contractor and a tag shall be posted on the system. A copy of your inspection report shall be turned over to the Fire Inspector at the time of inspection and shall have the contractor's registration number visible. Copies must remain onsite.
 7. *****ENSURE THAT YOU READ THE ABOVE REPORTS AND ARRANGE THE REPAIR OF ANY LISTED DEFICIENCIES***** Provide record of said repairs to the Fire Inspector upon inspection.
 8. Do not use extension cords as a substitute for permanent wiring or outlet. Use UL tested, fused plug strips. Do not plug one strip into another strip.
 9. Do not store combustibles within 36" of heaters or associated appliances.
 10. Do not store anything within 2' of a ceiling or 18" below a sprinkler head.
 11. Maintain electrical service equipment clearance of at least 30".
 12. Ceiling tiles are intact and in place.
 13. Keep all fire lanes clear of vehicles.
 14. Fire Dept. Connection (FDC) is marked and access is free of obstructions.
 15. Ensure the exterior of your rear door is labeled with suite# and name
- Check your previous inspections, any reoccurring violations carry an automatic penalty**