



City of Brookfield Fire Department  
Nick Rogne, Deputy Chief of Fire Prevention  
2100 N. Calhoun RD.  
Brookfield, WI 53005-5054  
(262) 796-6710 / Fax (262) 796-6687  
rogne@ci.brookfield.wi.us



## Occupancy Inspection Checklist

- ✓ Occupancy Permit Application submitted.
- ✓ Fire extinguishers are on site.
  - Minimum rated 2A-10BC extinguisher.
  - Extinguisher needs to be inspected by a certified extinguisher company and tagged even if they are new.
  - Extinguishers have to be hung no more than 5 feet to the top of the extinguisher.
  - No more than 75 feet of travel distance to an extinguisher.
  - High hazard occupancies may require higher rated extinguishes and shorter travel distances. Contact a fire extinguisher contractor for the requirements.
- ✓ All exit lights are lit.
  - Test all exit and emergency lights for battery backup if applicable.
  - Emergency/exit light batteries shall last a minimum of 90 minutes.
  - Find circuit breakers controlling emergency/exit lights and turn off for 90 minutes. Lights should stay lit for the duration of the test, or contact a contractor to do the testing of the batteries.
  - Document test results.
  - If batteries fail, replace battery or fixture.
- ✓ All emergency exit pathways are clear of obstructions and exit doors open freely.
- ✓ No extension cords are allowed. Contact an electrician to install electrical receptacles if required. An electrical permit will be required for any electrical work.
- ✓ Any alteration to plumbing will require a plumbing permit.
- ✓ Any alteration to fire sprinkler or fire alarm systems will require a fire protection permit.
- ✓ Any alteration to the structure will require a building permit.
- ✓ Any signs or banners may require a sign permit.
- ✓ If the building has a fire sprinkler system or fire alarm system, contact your building owner to find out if you are responsible for monitoring and maintenance of the fire alarm and sprinkler system.
- ✓ Are all ceiling tiles in place? Ceiling tiles need to be in place if there is a fire sprinkler or fire alarm system.
- ✓ Key available for the Knox Box.
- ✓ Notify the City of Brookfield Fire Department Deputy Chief of Fire Prevention when all requirements have been met.

If you have any questions please call the Deputy Chief, Nick Rogne at (262) 796-6710 or email at [rogne@ci.brookfield.wi.us](mailto:rogne@ci.brookfield.wi.us).