



## ***The City of Wilmington, Ohio***

69 North South Street Wilmington, Ohio 45177  
Phone: 937-382-5458 Fax: 937-382-0931  
E-mail: [mayor@wilmingtonoh.org](mailto:mayor@wilmingtonoh.org)  
[www.wilmingtonohio.gov](http://www.wilmingtonohio.gov)

### ***Fire Department***

#### **Fire Chief**

Andy Mason  
937-382-2244

[amason@wilmingtonoh.org](mailto:amason@wilmingtonoh.org)

#### **Station Address**

46 E. Sugartree St  
Wilmington

#### **Mail**

58 E Sugartree St  
Wilmington

**Dear Business Owner / Manager,**

The **Wilmington Fire Department** is pleased to introduce a **Business Self-Inspection Program** for low-hazard commercial properties. This free program is designed for businesses with minimal fire and life safety risks—places where combustible materials such as furnishings, decorations, and contents are limited. Typical examples include small retail stores, professional offices, and personal service businesses like barbershops or salons. Based on your type of business, we believe you may qualify to participate.

Through this program, eligible business owners or managers have the opportunity to complete their own fire safety inspection on an annual basis. By identifying and correcting common hazards on your own, you help maintain a safe workplace without requiring a routine in-person inspection from our fire safety staff. After receiving this letter, we ask that you complete and return the self-inspection form within **30 days**. This timeline mirrors that of a standard inspection. Please address any hazards before submitting the form. If additional time is needed, don't hesitate to reach out to us.

To keep things simple, we've designed the process to be user-friendly. By following the provided instructions and using the self-inspection checklist, you'll be able to assess the safety of your business quickly and effectively. Visit <https://wilmingtonohio.gov/business-self-inspection/> and select the **Self-Inspection** section for details and access to the materials.

If you have questions or run into anything you're unsure about, we're here to help. Please contact **Inspector Haines** at **937-382-6208** or email [jhaines@wilmingtonoh.org](mailto:jhaines@wilmingtonoh.org), and we'll gladly provide support.

With your participation, we can work together to keep the **City of Wilmington** a safe and prepared community for everyone.



# Wilmington Fire Department

58 E. Sugartree St. • Wilmington, OH 45177 • 937-382-6208

## Business Self-Inspection Form

Business Name

Business Address  Lock Box Present? Yes  No

Business Phone

Lock Box Code (if applicable)

Person completing inspection <input type="text"/>	Title <input type="text"/>
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Responsible Party Phone <input type="text"/>	Responsible Party Email <input type="text"/>
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1 <sup>st</sup> Emergency Contact (if not responsible party) <input type="text"/>	1 <sup>st</sup> Emergency Contact Phone <input type="text"/>
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2 <sup>nd</sup> Emergency Contact (if not responsible party) <input type="text"/>	2 <sup>nd</sup> Emergency Contact Phone <input type="text"/>
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Building Owner or Property Manager <input type="text"/>	Owner/Manager Phone <input type="text"/>
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**Instructions** – An owner or manager should walk through your business and complete this form to ensure all applicable fire code requirements listed below are being followed. If any starred items ★ are checked “No”, be sure to correct them within 7 days. All others within 30 days.

Mail this form to:      Wilmington Fire Department  
Attn: Fire Inspector  
58 E. Sugartree St.  
Wilmington, OH 45177

Alternatively, this form can be filled out online by going to

<https://wilmingtonohio.gov/business-self-inspection/> and emailed to [jhaines@wilmingtonoh.org](mailto:jhaines@wilmingtonoh.org)

Note: Submit and Save buttons only work in Adobe.

Building Interior			
Exits/Egress	Yes	No	N/A
★ Exit paths, doors, and discharges are clear and free of obstructions and storage – Ohio Fire Code (OFC) 1031.2			
★ Exit doors are readily openable from the inside without the use of a key or special knowledge - OFC 1010.1.9 (Note: This also means the door isn't stuck or relatively difficult to open)			
All exit door self-closure devices operate and the door latches completely when released - OFC 703.2.2			
Exit Signs / Emergency Lighting	Yes	No	N/A
★ Exit signs are lit under normal power and remains lit when test button is pushed - OFC 1013			
★ Emergency lighting works when test button is pushed - needs tested monthly - OFC 1008			
Exit signs are in the proper locations and clearly identify all exits - OFC 1013.1			
Electrical	Yes	No	N/A
Is there 36 inches of clearance in front of electric panels and shutoffs - OFC 605.3			
Are portable electric space heaters being used and 36 inches away from combustibles (paper, cardboard, fabrics, etc.) when in use and plugged directly into wall- OFC 605.10.4, 605.10.2			
All outlets, light switches, and junction boxes have covers on them - OFC 605.6			
All breakers are labeled and any open breaker slot has a blank in it - OFC 605.6, 605.3.1			
Extension cords aren't been used for permanent wiring, only being used for portable appliances, not ran through walls, ceilings, floors, doors, not ran under carpet or floor coverings, not subject to damage or impact - OFC 605.5			
Surge protectors and power taps are plugged directly into wall and not another surge protector or extension cord - OFC 605.4.2			
Housekeeping and storage	Yes	No	N/A
Storage of combustible (cardboard, paper, fabrics, etc.) materials neat and orderly and no closer than 2 feet from the ceiling - OFC 315.3.1			
Equipment rooms, mechanical rooms, electrical rooms, and areas unders stairs free of combustible storage - OFC 315.3.2, 315.3.3			
Compressed gas cylinders (CO2, helium, oxygen, etc.) are chained up to secure object to prevent falling over - OFC 5303.5.3			
Holes in walls and ceilings including missing or damaged ceiling tile have been repaired - OFC 703.1			
Combustibles are kept at least 3 feet away from heat producing appliances (water heaters, furnaces, ovens, etc.) OFC 315.3			
Fire Extinguishers	Yes	No	N/A
Is there a fire extinguisher within 75 feet of travel distance from anywhere within the building - OFC 906.1			
Are fire extinguishers mounted on wall or secured in cabinet, not sitting on the floor or table, not obscured from view and easily accessible - OFC 906.6, 906.7			
Have fire extinguishers been inspected within the last 12 months by a state licensed contractor - OFC 901.6.3			
Sprinkler and alarm systems	Yes	No	N/A
If present, sprinkler system has been serviced within the last 12 months by a state licensed contractor - OFC 901.6.3			
If present, there is no storage within 18 inches of a sprinkler head - OFC 906.1			
If present, fire alarm system has been serviced within the last 12 months by a state licensed contractor - OFC 901.6.3			
If present, manual fire alarm boxes (pull stations) are clearly visible, accessible, and unobstructed at all times - OFC 907.4.2.6			
If present, smoke detector batteries are changed every 6 months			
Building Exterior	Yes	No	N/A
Is address clearly visible from the street - OFC 505.1			
If provided, keys in lock box are up to date and function properly to allow emergency access - OFC 506.2			
Exterior doors have clear access to them for fire department personnel - OFC 504.1			
All dumpsters and containers stored at least five (5) feet away from combustible walls, openings, and roof eaves - OFC 304.3.4			

Comments: