



MERRILLVILLE FIRE DEPARTMENT



24 W. 73rd Ave.
Merrillville, IN 46410

Ph. (219) 769-0004
Fax (219) 769-1341

Station #71
18 W. 73rd Ave.
Merrillville, IN

Station #72
7905 Taft. St.
Merrillville, IN

Station#73
9264 Old Lincoln Hwy.
Hobart, IN

Station#
850 W. 57th Ave
Merrillville, IN

Are you applying for a Business License?

Here's somethings to know.

1. What type of business are you? Do you need any additional Licenses?

Are you:

- a. Are you a nail or hair salon, mechanic, repair shop, body shop, parts store, car dealer, gas station, construction company? If you are any of these or use or store Hazardous materials including gasoline, diesel, kerosene, aerosols, bulk cleaning products, oils, or solvents) you are required to apply and obtain a "Chemical License".
- b. If you have any storage tanks i.e. gasoline, diesel, kerosene, propane, oil (Including waste oil burners), pesticides or any other chemicals. You are required to apply and obtain a "Storage Tank License".
- c. Are you a Doctor, Clinic, Tattoo/Piercing shop, Veterinarian, Laboratory, if you are any of these or have any biohazardous waste you also need to apply for and obtain an "Etiological License."

2. Knox Box.

- a. You are required to install a Knox key box and provide a key to your business to place in the Knox Box for fire department emergency access if any of the following apply:
 - i. If you have a fire alarm system.
 - ii. If you have a sprinkler system.
 - iii. Or if you are required any of the above additional license i.e. (Chemical, Etiological, or Storage Tank).

3. Electrical safety.

- a. Ensure that there are **NO** extension cords in use.
- b. All appliances are plugged directly into an outlet.
- c. All outlets and junction boxes have proper covers on them.
- d. Ensure there is nothing blocking the electrical panel.
- e. There is no storage allowed in any electrical, mechanical, HVAC, boiler, or sprinkler riser rooms.



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- f. Multi plug adapter as shown are not allowed.

4. Exits.

- a. Ensure ALL exit signs and emergency egress lighting is fully functional.
- b. Ensure there is nothing blocking exit doors or pathways.
- c. Exit doors shall not have thumb locks.
- d. All aisles shall be clear of any obstruction.

5. Fire Extinguishers.

- a. Fire extinguishers shall be a minimum of **4A60BC** rating.
- b. Extinguisher must be mounted (the top shall be no higher than 48 inches) or in a listed fire extinguisher cabinet.
- c. Extinguishers shall be readily available and in a conspicuous location and unobstructed.
- d. All extinguisher must have a current annual inspection tag (annual inspection tag expires one year from the date on the tag).
 - i. If extinguisher is bought brand new there will be a tag in the box and the date of purchase needs to be written on it.
- e. Extinguisher must have the pin, seal and tag.

6. Fire Protection Systems.

- a. All fire protection systems shall be current with all inspections.
- b. Fire Alarm, Sprinkler, Hood systems shall have documentation on an annual inspection within the last year.
- c. Sprinkler systems shall have documentation of the required 5yr internal inspection.
- d. Hood systems shall also have documentation of bi-annual cleaning.
- e. All fire protection systems shall be in-service and operating.
- f. All fire alarm and sprinkler system components shall not be obstructed.

7. Hazardous Materials:

- a. Ensure all chemical and hazardous materials are properly stored.



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- b. All flammables shall be stored in a rated flammable cabinet.
- c. All compressed gas cylinders shall be properly stored and secured.
- d. Soiled rags with any oils shall be stored in a rated disposal container.

8. Storage:

- a. There shall be no storage in any electrical, mechanical, HVAC, boiler, or sprinkler riser rooms.
- b. All electrical panels, fire alarm panels, pull stations, fire extinguishers, sprinkler risers, HVAC components', water heaters, shall have clear access and no storage around or in front of.
- c. There shall be no storage under stairs.
- d. No storage around heat producing appliances.
- e. Non-sprinkled buildings shall have a minimum of 24 inches of clearance from the ceiling.
- f. Sprinkler buildings shall have 18 inches of clearance from the sprinkler head.

9. Building Features:

- a. All buildings shall have address numbers visible from the roadway.
- b. Address number shall contrast with their background.
- c. Multi-unit building shall have address numbers on the rear door.
- d. All Electrical, IT, HVAC, Boiler, Mechanical, Fire Alarm (FACP), Sprinkler Riser (RISER) room doors shall be labeled. Letters shall be red or contrast the background and minimum of 3 inches tall.
 - i. Fire alarm panel rooms shall be labeled "FACP".
 - ii. Sprinkler riser rooms shall be labeled "RISER".

Any questions can be directed to:

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