



**Mount Prospect Fire Department  
Fire Prevention Bureau**  
112 East Northwest Highway  
Mount Prospect, IL 60056  
Phone 847-818-5253 Fax 847-818-5240

**Multi-Family  
Fire Inspection  
Checklist**

All multi-family buildings are **required** to obtain a multi-family license in accordance with the Village of Mount Prospect's Fire Prevention Code. An approved annual fire inspection is required prior to issuance of this license. Please use the following checklist to assure your building with comply with Village code and pass the inspection.

- Building addresses should be clearly visible from the street or road fronting the building in contrasting colors and no less than 4" in height.
- A minimum of one (1) fire extinguisher with a minimum rating of 3A:40BC shall be provided for each building. Additional extinguishers may be required depending on the building size.
- Open electrical junction boxes, service panels or exposed electrical wiring shall be prohibited.
- Use of extension cords and multi-plug adapters shall be prohibited. (The Fire Department recommends the use of UL listed multi-plug power surge protectors in place of extension cords).
- Maintain a working clearance of no less than 30" in width, 26" in depth and 78" in height, in front of any electrical equipment. No storage is permitted in electrical rooms at any time.
- Doors into electrical control panel rooms shall be labeled ELECTRICAL ROOM or approved wording.
- All electrical disconnects or shut offs shall be clearly labeled if not easily identifiable.
- Fire doors on laundry, trash, mechanical/boiler rooms, stairways and corridors shall be equipped with self closing devices and latch fully when released, returning to a closed position.
- All fire resistance rated assemblies (walls and ceilings in stairways, hallways, laundry, boiler, mechanical rooms, etc.) must be free of holes and damage.
- All egress doors shall be readily opened from the exit side and have appropriate hardware. Key lock side bolts are not allowed.
- All stairways, hallways and common areas shall be illuminated and free of storage at all times.
- Exit signs shall be provided, illuminated and maintained where required.
- Emergency lighting shall be provided and maintained where required.
- For three (3) or more story buildings with eleven (11) units or more, automatic fire alarm systems are required and shall be monitored. A copy of the Annual Fire Alarm test papers shall be posted on site by the fire alarm panel.
- All smoke alarms shall be installed and maintained as required at all times. Any detectors over ten years olds should be replaced.
- Fire lanes shall be clearly marked, maintained and unobstructed (where applicable).

**The items listed above are to be used as a general reference and may or may not be applicable to all buildings and properties. Please contact the Mount Prospect Fire Prevention Bureau at 847-818-5253 if you have any questions regarding your building or the requirements of the code.**