



Richardson Fire Department

Fire Marshal's Office

136 N Greenville Ave., Richardson, TX 75081 / (972) 744-5750

Certificate of Occupancy Fire Inspection Checklist

[revised 12/11/2009]

Please read this checklist carefully.

Address/Name: _____ Date: _____

The Richardson Fire Department participates in approval of Certificates of Occupancy. Approval depends on passing a fire inspection. Delay in approval may occur if the building or space is not fire code compliant. If you have questions, please contact the Richardson Fire Department, Fire Marshal's Office at (972) 744-5750.

This list is provided to help the customer prepare for a Fire Department Certificate of Occupancy [C.O.] Inspection. While it cannot include all requirements, the items listed are routinely noted during C.O. inspections. Some items may not apply. "Passing" inspection depends on compliance with all applicable codes and standards.

Re-Inspection Fee – Initial inspection and first re-inspection of any permitted system or commercial fire inspection, no fee is assessed. For each necessary inspection thereafter, a fee of one hundred dollars (\$100) per inspection shall be assessed.

Occupancy:

- 1) It shall be unlawful to occupy any portion of a building or structure until the required fire detection, alarm and suppression systems have been tested and approved - "Occupy" includes by any person, property, or activity not directly related to work conducted under a permit.

Fire Department Access: [See www.cor.net/Fire/FireSafety/knoxboxes.htm.]

- 2) Knox Box key box shall be installed on each new building, major remodels, or existing buildings when applicable, as directed, between 5'-06" and 6'-00" height. Min. box size is 3200 Series, or as necessary to accommodate all required keys;
- 3) Current keys [with durable identification tags] for Fire Department access to all areas – including each lease space, for elevator operation, and for control of all fire protection equipment, shall be provided by the customer;
- 4) Fire Department Connections to Fire Sprinkler Systems and/or Standpipes shall be protected with locking Knox FDC caps.

Fire Lanes:

- 5) Fire Lanes shall not be obstructed, including temporarily, by parking, storage, or other unapproved methods;
- 6) Markings shall clearly identify only those fire lanes specified in the currently filed plat or as approved by the Fire Marshal;
- 7) Fire Lanes shall be continuously marked by painted lines of red traffic paint six inches (6") in width to show the boundaries of the lane. The words "NO PARKING FIRE LANE" or "FIRE LANE NO PARKING" shall appear in four inch (4") white letters at 25 feet intervals on the red border markings along both sides of the fire lanes. Where a curb is available, striping shall be on the vertical face of the curb.

Fire Extinguishers:

- 8) Minimum rating shall be "2A" [E.g.: "2A:10B:C"]. "1A" fire extinguishers are not approved for commercial use;
- 9) One extinguisher must be provided for every 2500 square feet, or portion thereof AND on every level;
- 10) Extinguishers must be inspected and maintained, or replaced, annually. An inspection tag noting mo. & yr. serviced [by a licensed fire extinguisher service] - **OR the dated store receipt [taped to the back]**, shall be attached, but shall not obstruct the label;
- 11) Extinguishers shall be securely installed at approved locations, along exit paths, with max. travel-distance of 75', in extinguisher cabinets or on supplied brackets, with top max. 5' high, bottom min. 4" high, conspicuous and physically unobstructed, **near an exit door or stairs, when possible [never at a "dead-end"], and next to or below a fire alarm manual-pull station, when present;**
- 12) Expired, discharged, damaged, or otherwise out-of-service fire extinguishers shall be repaired, or removed;
- 13) Extinguisher cabinets shall be identified with approved signs, unless the extinguisher is clearly visible – e.g. door is all glass.

Fire Protection Systems:

- 14) Fire Protection Systems shall be maintained.
- 15) Fire Protection Equipment that is no longer in service, and equipment resembling fire protection equipment, shall be removed;
- 16) A permit and/or approval is required prior to installing, removing, or modifying fire protection systems;
- 17) Fire alarm systems:
 - a) A current *Blue Tag* indicating *Annual Inspection*, with no deficiencies, shall be attached to the fire alarm control panel;
 - b) *Trouble* conditions shall be corrected immediately;
- 18) Fire sprinkler systems:
 - a) A current *Blue Tag* indicating *Annual Inspection*, with no deficiencies, shall be attached to each system;
 - b) Sprinkler head box containing spare heads [min. 2 of each model, min. 6 total] and the correct head wrench, shall be provided;
 - c) Main drain and inspector's test discharge area(s) shall be protected to prevent damage to landscaping during testing.
- 19) Commercial Cooking Equipment:
 - a) Shall be inspected every 6-months, and have a current inspection tag, indicating no deficiencies, at the system's manual pull station;
 - b) Protected appliances shall not be changed or moved without a permit or other approval;
 - c) Hoods, grease-removal devices, fans, ducts, etc... shall be cleaned at least semi-annually, to prevent accumulation of grease;
 - d) Hood filters shall be cleaned and properly installed so that no gaps exist – filters must be installed when using appliances;
 - e) Hood system fans shall be operating whenever the cooking equipment is in use;
 - f) Class K extinguisher(s), and approved instruction placard(s), shall be available within 30' travel distance of commercial cooking equipment. The extinguisher should be located **next to or below the fire suppression system manual-pull station;**
 - g) When multiple systems exist, approved, durable signs shall clearly identify which system each manual-pull station activates.

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Clearance and Storage:

- 20) Combustible waste shall be removed from the premises, daily – temporary storage of trash, or other items, shall never obstruct egress;
- 21) Combustible storage is prohibited in boiler, mech., or elec. rooms, unprotected attics, stairs, concealed spaces, exits or exit enclosures;
- 22) Storage of combustibles shall be orderly, and separated from heating devices by distance and/or shielding;
- 23) Storage shall be min. 24” below ceilings in unsprinklered areas; min. 18” below level of sprinkler deflectors throughout sprinklered areas;
- 24) Compressed gas containers, cylinders and tanks, including “empty”, shall be secured against accidental dislodgement and access by unauthorized personnel. Caps, or collars, shall be installed on canisters that are not in use [including “empty”];
- 25) Unobstructed access to all mechanical and fire protection equipment, roofs and attics [ladders and stairs shall be clear of storage], and required openings, and a 3’ clearance around fire hydrants shall be maintained;
- 26) Unobstructed access to, and clearance of 30”Wx36”Dx78”H in front of electrical panels and electrical service equip. shall be maintained;
- 27) Flammable and combustible liquid containers shall be tightly capped [including “empty”];
- 28) Fueled equipment shall not be stored, operated or repaired within a building – except: Rooms constructed for such use; approved displays; or storage of maintenance equipment with fuel capacity not exceeding 10 gallons, in approved locations in a fully sprinklered building.

Exits and Egress:

- 29) Minimum aisle width is generally 36”, except that non-public areas serving fewer than 50 persons requires minimum 28” width;
 - Group M: Aisle accessway shall be on at least 1 side of each element within the merchandise pad. Minimum width for aisle accessway is 30” measured perpendicular to the elements and merchandise within the merchandise pad.
- 30) Obstructions shall not be placed in the required width of a means of egress – including “temporary” storage of items or trash;
- 31) Exit doors shall open from inside without a key or special knowledge or effort. Unlatching any leaf shall not require more than one operation. Manually operated flush bolts or surface bolts are prohibited. If “panic hardware” is installed, no additional latch is allowed;
- 32) Burglar bars and gates are prohibited, except when specifically listed for exit use, and approved [**bar and receiver must be eliminated**].

Signs and Labels:

- 33) Building address numbers shall be min. 6” tall, on contrasting background, plainly visible and legible at front and rear of the building;
- 34) Suite numbers shall be min. 3” tall, on contrasting background, installed to identify every door [or set of doors] that leads into each suite;
- 35) A metal sign with min. 1” raised letters shall be mounted on all fire department connections, reading, “AUTOMATIC SPRINKLERS”, “STANDPIPES” or “TEST CONNECTION” or a combination thereof as applicable.
- 36) Non-functional exterior doors shall have a sign, *THIS DOOR BLOCKED*, in min. 6” letters, on a contrasting background, on the outside;
- 37) *EXIT* lamps shall be illuminated at all times – check all bulbs, batteries, and back-up operation [using test button or circuit breaker];
- 38) *FACP* [fire alarm control panel], *SPRINKLER RISER*, *ELECTRICAL*, *COMPRESSED GAS*, *ATTIC ACCESS*, *ROOF ACCESS*, and other equipment rooms or hazards shall be identified by approved durable signs, permanently installed and readily visible;
- 39) *FIRE DOOR-DO NOT BLOCK* or *FIRE DOOR-KEEP CLOSED* in min. 1” contrasting, durable letters shall be displayed at fire doors;
- 40) Where key-operated locking devices are approved, a readily visible durable sign shall be posted inside, on or adjacent to the door, stating, *THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED* in letters 1-inch high on a contrasting background;
- 41) Every room or space that is an assembly occupancy shall have the *OCCUPANT LOAD* posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained.

Electrical:

- 42) Extension cords and flexible cords shall not be a substitute for permanent wiring:
 - a) Multiplug extension cords with lamp-type cords are not approved for any commercial application, including holiday decorations;
 - b) Heavy-duty extension cords shall be used only temporarily and only with small portable appliances, e.g. fan or power tools;
 - c) Extension cords shall plug directly into an approved receptacle or protected power strip, and, except for approved [heavy-duty] multiplug extension cords, shall serve only one portable appliance;
 - d) Extension cords shall be grounded when serving grounded portable appliances;
 - e) The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance(s) supplied by the cord.
- 43) Power strips with overcurrent protection, polarized or grounded, may be used instead of extension cords:
 - a) Power strips shall be directly connected to a permanent outlet – they shall not be connected to another power strip or extension cord;
 - b) Power strips shall not hang unless specifically designed to hang – they shall be appropriately supported or mounted;
 - c) When the indicator lamp flickers or fails, the power strip must be replaced;
 - d) Multiplug adaptors, such as cube adaptors, unfused plug strips or similar devices are prohibited;
- 44) Flexible Cords:
 - a) Flexible cords shall not be affixed to structures [Nails, staples and other fasteners are not approved as they can damage flexible cords.];
 - b) Flexible cords shall not extend through walls, ceilings or floors, or under doors or floor coverings;
 - c) Cords shall not be subject to damage – use approved *cable-covers*, one cable per channel – tape and rugs are not approved;
 - d) Flexible cords shall be maintained in good condition without splices, deterioration or damage, including insulation and plugs;
- 45) Temporary electrical power and lighting installations shall not exceed 90-days for holiday decorative lighting and other purposes;
- 46) Ground-bypass devices are prohibited;
- 47) Breaker panel covers shall be kept latched shut, and blanks shall be installed, where gaps exist or breakers are missing;
- 48) Approved covers shall be provided for all switch, outlets, and other electrical boxes;
- 49) Unsecured junction, switch and outlet boxes, and electrical fixtures, and open wiring splices are prohibited;

Miscellaneous:

- 50) All ducts, vents and vent piping shall be maintained clean of accumulation of grease, dust or lint.
- 51) Candles & incense shall be used on non-combustible surfaces (e.g. ceramic, metal, etc...) with sufficient clearance from combustibles;
- 52) All ceiling tiles shall be installed, all breaches or holes in fire-rated assemblies (walls, floors, ceilings, etc...) must be properly repaired;
- 53) Portable heaters shall be listed, plug directly into approved outlets [no extension cords], and not operated within 3-feet of combustibles;
- 54) Building Dept. permit required for structural, elec., mech. or plumb. systems alterations, or change of owner or occupant – (972) 744-4180.

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