



Richardson Fire Department  
136 N. Greenville Avenue, Richardson, TX 75081  
Telephone: 972-744-5750 Fax: 972-918-0971  
www.cor.net/fire

## Certificate of Occupancy - Fire Inspection Checklist

[revised 05/25/2016]

**This policy is subject to revision - download the latest version at: [www.cor.net/fire](http://www.cor.net/fire) [under the "Permits" menu].**

**Please read this checklist carefully.**

Address/Name: \_\_\_\_\_ Date: \_\_\_\_\_

This list is provided to help you prepare for a fire inspection. The items listed are those most commonly noted during fire inspections; not all potential violations are listed. "Passing" depends on compliance with all applicable codes and standards.

Certificate of Occupancy approval depends on passing a fire inspection. Delay 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.

**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) The building or structure shall not be occupied prior to the fire code official issuing a permit that indicates that applicable provisions of the Fire Code have been met. - "Occupy" includes by any person, property, or activity not directly related to work conducted under a permit.
- 2) 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 "Knox Boxes" at [www.cor.net/Fire](http://www.cor.net/Fire) under the "Prevention" menu]

- 3) Knox Box key box shall be installed on each new building, major remodels, or existing buildings when applicable, as directed, approximately 6-feet high. Min. box size is 3200 Series, or larger as necessary to accommodate all required keys and key cards;
- 4) Current keys [with durable identification tags, clearly and permanently marked] 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;
- 5) Fire Department Connections to Fire Sprinkler Systems and/or Standpipes shall be protected with locking Knox caps.

### Fire Lanes:

- 6) Fire Lanes shall not be obstructed, including temporarily, by parking, storage, or other unapproved methods;
- 7) Markings shall clearly identify only those fire lanes specified in the approved Site Plan, or as required by the Fire Marshal;
- 8) 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 foot 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:

- 9) Min. rating "2A" for "low" & "moderate" hazard / "4A" for "high" hazard - [E.g.: "2A:10B:C"]. "1A" extinguishers are not approved;
- 10) Min. 1 unit "A" for every: 3,000 sf ["low" hazard]; 1,500 sf ["moderate" haz.]; 1,000 sf ["high" haz.] or portion thereof & on each level;
- 11) Locate along path of egress, conspicuous and unobstructed, near exits when practical [never at a "dead-end"], adjacent to fire alarm manual-pull station, when present. Maximum travel-distance to a fire extinguisher is 75-feet;
- 12) Install in extinguisher cabinets or on securely installed, supplied brackets, with top max. 5' high, bottom min. 4" high;
- 13) Extinguisher cabinets shall be identified with approved signs, unless the extinguisher is clearly visible – e.g. door is all clear;
- 14) Annual inspection tag [licensed fire extinguisher service], **OR** store receipt dated within 1-year, shall be attached - do not obstruct label;
- 15) Expired, discharged, damaged, or otherwise out-of-service fire extinguishers shall be repaired, or removed.

### Fire Protection Systems:

- 16) Fire Protection Systems shall be maintained.
- 17) Fire Protection Equipment that is no longer in service, and equipment resembling fire protection equipment, shall be removed;
- 18) A permit, unless exempt, is required to install, remove, or modify fire protection systems [*Permits Policy* at [www.cor.net/fire/permits](http://www.cor.net/fire/permits)];
- 19) Fire alarm systems:
  - a) A current blue *Annual Inspection* tag, indicating no deficiencies, shall be attached to the fire alarm control panel [no red or yellow tags];
  - b) *Trouble* conditions shall be corrected immediately;
- 20) Fire sprinkler systems:
  - a) A current blue *Annual Inspection* tag, indicating no deficiencies, shall be attached to each system [no red or yellow tags];
  - b) Sprinkler head box containing spare heads [min. 2 of each model, min. 6 total] and the correct head wrench(es), shall be provided;
  - c) Main drain and inspector's test discharge area(s) shall be protected to prevent damage to landscaping during testing.
- 21) 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) Appliance locations shall be marked to ensure that appliances are returned to the approved design location;
  - c) Protected appliances shall not be changed or moved without a permit or other approval;
  - d) Hoods, grease-removal devices, fans, ducts, etc... shall be cleaned at least semi-annually, to prevent accumulation of grease;
  - e) Hood filters shall be cleaned and properly installed so that no gaps exist – filters must be installed when using appliances;
  - f) Hood system fans shall be operating whenever the cooking equipment is in use;
  - g) Class K extinguisher(s), and approved instruction placard(s), shall be available within 30' travel distance of commercial cooking equipment, adjacent to the fire suppression system manual-pull station, unless otherwise approved;
  - h) When multiple systems exist, approved, durable signs shall clearly identify which system each manual-pull station activates.

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### **Clearance and Storage:**

- 22) Combustible waste shall be removed from the premises, daily – temporary storage of trash, or other items, shall never obstruct egress;
- 23) Combustible storage is prohibited in boiler, mech., or elec. rooms, unprotected attics, stairs, concealed spaces, exits or exit enclosures;
- 24) Storage of combustibles shall be orderly, and separated from heating devices by distance and/or shielding;
- 25) Storage shall be min. 24” below ceilings in unsprinklered areas - min. 18” below level of sprinkler deflectors throughout sprinklered areas;
- 26) 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”];
- 27) 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 [no trees or plants within 5 feet], shall be maintained;
- 28) Unobstructed access to, and clearance of 30”Wx36”Dx78”H in front of electrical panels and electrical service equip. shall be maintained;
- 29) Flammable and combustible liquid containers shall be tightly capped [including “empty”];
- 30) 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:**

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

### **Signs and Labels** [All signs and labels must be durable, and of construction suitable for the environment [e.g. UV resistant, exterior material]:

- 36) Address numbers, min. 6” tall, & business name, on contrasting background, plainly visible from street, and where otherwise required;
- 37) Suite number [exterior min. 4”] tall, on contrasting background, at every door [or pair] that leads into each suite;
- 38) 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.
- 39) Non-functional exterior doors shall have a sign, *THIS DOOR BLOCKED*, in min. 6” letters, on a contrasting background, on the outside;
- 40) *EXIT* lamps shall be illuminated at all times – check all bulbs, batteries, and back-up operation [using test button or circuit breaker];
- 41) *FACP* [fire alarm control panel], *FIRE 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;
- 42) *FIRE DOOR-DO NOT BLOCK* or *FIRE DOOR-KEEP CLOSED* in min. 1” contrasting, durable letters shall be displayed at fire doors;
- 43) 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;
- 44) 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:**

- 45) 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 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.
- 46) 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;
- 47) 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;
- 48) Temporary electrical power and lighting installations shall not exceed 90-days for holiday decorative lighting and other purposes;
- 49) Ground-bypass devices are prohibited;
- 50) Breaker panel covers shall be kept latched shut, and blanks shall be installed, where gaps exist or breakers are missing;
- 51) Approved covers shall be provided for all switch, outlets, and other electrical boxes;
- 52) Unsecured junction, switch and outlet boxes, and electrical fixtures, and open wiring splices are prohibited;

### **Miscellaneous:**

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