



Fire Code Compliance Checklist

[revised 04/20/2023]

This Checklist is subject to revision - download the latest version at: www.cor.net/firepermits.

The items below are those commonly noted during fire inspections; not all violations are listed. "Passing" a fire inspection depends on compliance with all applicable Codes and standards. Certificate of Occupancy depends on passing a fire inspection.

If you have questions, please contact the Richardson Fire Marshal's Office at (972) 744-5750, or FMO@cor.gov.

First inspection and one reinspection are without fee - for each subsequent inspection, a fee of \$100 will be assessed.

Occupancy: "Occupy" includes by any person, property, or activity not directly related to work conducted under a permit

- 1) Occupancy is prohibited prior to the fire code official indicating that applicable provisions of the Fire Code have been met;
- 2) Occupancy is prohibited prior to testing and approval of required fire detection, alarm and suppression systems..

Fire Department Access: [See "[Knox Boxes](#)" at www.cor.net/Fire under the "Prevention" menu]

- 3) Knox Box key box [3200 Series or larger as necessary to hold all required keys and key cards] shall be installed on the exterior of new buildings, major remodels, and existing buildings (if requested). Typically, at each exterior sprinkler riser room door, or best access to interior riser rooms or Fire Alarm Control Panels in non-sprinklered buildings, and at additional locations as directed, approx. 6-foot high;
- 4) Current keys shall be provided [durably tagged, clearly and permanently marked] for Fire Department access to all areas, including lease spaces, and for control of all fire protection equipment ;
- 5) Fire Department Connections to Fire Sprinkler Systems and/or Standpipes shall be protected with locking Knox caps.
- 6) Elevator key box(es) and keys are required at new and existing elevator lobbies – See IFC 506.1.2 for details on installation and contents.

Fire Lanes:

- 7) Shall not be obstructed in any manner, including temporarily, by parking, storage, unapproved traffic calming devices;
- 8) Striping, signs, and other markings shall always be maintained in a clean and legible condition and shall be replaced or repaired when necessary to provide adequate visibility – See "[Signs Policy](#)" at www.cor.net/firepermits.

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: 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 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 [www.cor.net/firepermits];
- 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) Inspected every 6-months, and have a current inspection tag, indicating no deficiencies, at the system's manual pull station;
 - b) Appliances shall have an approved physical positioning system to ensure they are returned to the approved design locations;
 - 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 – all 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.

Miscellaneous:

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

Clearance and Storage:

- 27) Combustible waste shall not accumulate – temporary storage of trash, or other items, shall never obstruct egress;
- 28) Combustible storage is prohibited in boiler, mech., elec. rooms, unprotected attics, stairs, concealed spaces, exits or stair/ramp enclosures;
- 29) Storage of combustibles shall be orderly, and separated from heating devices by distance and/or shielding;
- 30) Storage shall be min. 24” below ceilings in unsprinklered areas - min. 18” below level of sprinkler deflectors throughout sprinklered areas;
- 31) 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”];
- 32) CO2 systems with capacity >100 lbs., incl. tanks, cylinders, piping and fittings & other areas where a leak of CO2 can collect shall comply with IFC Section 5307 and have either ventilation or gas detection system;
- 33) 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;
- 34) Unobstructed access to, and clearance of 30”Wx36”Dx78”H in front of electrical panels and electrical service equip. shall be maintained;
- 35) Flammable and combustible liquid containers shall be tightly capped [including “empty”];
- 36) 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:

- 37) Minimum aisle width is generally 36”, except that non-public areas serving fewer than 50 persons requires minimum 28” width;
- 38) Group M: Aisle accessway shall be on at least 1 side of each (merchandising) element - Minimum width for aisle accessway is 30”;
- 39) Obstructions shall not be placed in the required width of a means of egress – including “temporary” storage of items or trash;
- 40) 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;
- 41) Burglar bars are prohibited – bar and receiver must be eliminated. Security grilles, listed for exit use, locked open, main exit only.

Signs and Labels [See Signs Policy at www.cor.net/firepermits]:

- 42) Building address numbers, min. 6” tall, contrasting background, conspicuous & legible at front of bldg., and where otherwise required;
- 43) Suite number [exterior min. 3”] tall, on contrasting background at each door [or pair] that leads into each suite;
- 44) 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;
- 45) Non-functional exterior doors shall have a sign, *THIS DOOR BLOCKED*, in min. 6” letters, on a contrasting background, on the outside;
- 46) *EXIT* lamps shall be illuminated at all times – check all bulbs, batteries, and back-up operation [using test button or circuit breaker];
- 47) *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;
- 48) *ELEVATOR MACHINERY – NO STORAGE ALLOWED* signs are required at entry doors to elevator machine rooms;
- 49) *FIRE DOOR-DO NOT BLOCK* or *FIRE DOOR-KEEP CLOSED* in min. 1” contrasting, durable letters shall be displayed at fire doors;
- 50) Where key-operated locking devices are approved, a readily visible durable sign shall be posted on interior side on or adjacent to the door, stating, *THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED* or *THIS DOOR TO REMAIN UNLOCKED WHEN THE OUTDOOR AREA IS OCCUPIED*, as applicable, in letters 1-inch high on a contrasting background;
- 51) Every 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 comply with “Signs Policy” [www.cor.net/firepermits] and shall be maintained.

Electrical:

- 52) 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.
- 53) 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 – except where approved in Group A or meeting rooms in Group B occupancies, where no more than 5 may be connected for temporary use to power electronic equipment. ;
 - 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;
- 54) 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;
- 55) Temporary electrical power and lighting installations shall not exceed 90-days for holiday decorative lighting and other purposes;
- 56) Ground-bypass adapters are prohibited;
- 57) Breaker panel covers shall be kept latched shut, and blanks shall be installed, where gaps exist, or breakers are missing;
- 58) Approved covers shall be provided for all switch, outlets, and other electrical boxes;
- 59) Unsecured junction, switch and outlet boxes, and electrical fixtures, and open wiring splices are prohibited.

Other Comments: