



Fire Certificate of Occupancy and Compliance Checklist

[revised 01/10/23]

The items below are those commonly noted during fire inspections. Some of the items may not pertain to every business. This check list is a guide to prepare you for your fire inspection. All remodel, finish out or construction shall be approved by the building and fire code official and completed prior to requesting an inspection. The inspection is only for the occupancy that is approved by the city on the certificate of occupancy application. For more information contact the Cedar Hill Fire Marshal Office 972-291-1011

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

- Occupancy is prohibited prior to the fire code official and building code official approval.
- Occupancy is prohibited prior to testing and approval of any required fire detection, alarm and suppression systems..

Fire Department Access:

- Knox Box- required for building that have fire protection systems installed. 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. 5-feet high;
- All keys shall be current provided for Fire Department access to all areas and for control of all fire protection equipment ;
- Elevator key box(es) and keys are required at new and existing elevator lobbies.

Fire Lanes:

- Shall not be obstructed in any manner, including temporarily, by parking, storage, unapproved traffic calming devices;
- Fire lane should be re-striped when the red paint has become faded and unreadable.

Fire Extinguishers are required for all occupancy's :

- Locate along path of egress, 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 in any direction;
- If present extinguisher cabinets shall be identified with approved signs, unless the extinguisher is clearly visible – e.g. door is all clear; Annual inspection tag [licensed fire extinguisher service], **OR** store receipt dated within 1-year, shall be attached - do not obstruct label;
- Expired, discharged, damaged, or otherwise out-of-service fire extinguishers shall be re-certified, repaired, or removed.

Fire Protection Systems (when required):

- Fire Protection Systems shall be maintained;
- Fire Protection Equipment that is no longer in service, and equipment resembling fire protection equipment, shall be removed;
- A permit, unless exempt, is required to install, remove, or modify fire protection systems

Fire alarm systems:

- A current blue *Annual Inspection* tag, indicating no deficiencies, shall be attached to the fire alarm control panel;
- Deficiencies conditions shall be corrected immediately;

Fire sprinkler systems:

- A current blue *Annual Inspection* tag, indicating no deficiencies, shall be attached to each system ;
- Sprinkler head box containing spare heads [min. 2 of each model, min. 6 total] and the correct head wrench(es), shall be provided;
- Main drain and inspector's test discharge area(s) shall be protected to prevent damage to landscaping during testing.

Commercial Cooking Equipment:

- Shall be inspected every 6-months, and have a current inspection tag, indicating no deficiencies, at the system's manual pull station;
- Protected appliances shall not be changed or moved without a permit or other approval;
- Hoods, grease-removal devices, fans, ducts, etc... shall be cleaned regularly to prevent accumulation of excessive grease;
- Hood filters shall be cleaned and properly installed so that no gaps exist – all filters must be installed when using appliances;
- Class K extinguisher(s), shall be available within 30' travel distance of commercial cooking equipment, **adjacent to the fire suppression system manual-pull station**, unless otherwise approved;
- When multiple systems exist, approved, durable signs shall clearly identify which system each manual-pull station activates.

Miscellaneous:

- Candles & incense shall be used with supervision with sufficient clearance from combustibles;
- Ceiling tiles that have breaches or holes must be properly repaired or replaced. Missing tiles must be replaced. Tiles shall not be painted.
- All portable heaters shall be UL listed, equipped with a tip over switch, plug directly into approved outlets [no extension cords], and not operated within 3-feet of combustibles.

Clearance and Storage:

- Combustible waste shall not accumulate – temporary storage of trash, or other items, shall never obstruct egress;
- Combustible storage is prohibited in boiler, mech., elec. rooms, unprotected attics, stairs, concealed spaces, exits or stair/ramp enclosures;
- Storage shall be min. 24" below ceilings in un-sprinklered areas - min. 18" below level of sprinkler deflectors throughout sprinklered areas;
- Compressed gas containers, cylinders and tanks, including "empty", shall be secured (by chain, rope or strap) against accidental dislodgement and access by unauthorized personnel. Caps, or collars, shall be installed on canisters that are not in use.
- CO2 systems with capacity >100 lbs., incl. tanks, cylinders, piping and fittings & other areas where a leak of CO2 can collect shall have either ventilation complying with IFC Sec. 5004.3 or an emergency alarm system complying with IFC Sec. 5307.3.2;
- 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;
- Unobstructed access to, and clearance of 3 feet in front of electrical panels and electrical service equip.
- Flammable and combustible liquid containers shall be tightly capped [including "empty"];
- 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:

- Obstructions shall not be placed in the required width of a means of egress – including "temporary" storage of items or trash;
- Egress doors shall be readily operable 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.

Signs and Labels:

- Building address numbers, min. 12" tall, contrasting background, conspicuous & legible at building store front;
- Suite number [exterior min. 3"] tall, on contrasting background at each door [or pair] that leads into each suite;
- A metal sign with min. 1" raised letters shall be mounted on all fire department connections, reading, "AUTOMATIC SPRINKLERS", "STANDPIPES" or "TEST CONNECTION" or "FDC" or a combination thereof as applicable;
- Non-functional exterior doors shall have a sign, *THIS DOOR BLOCKED*, in min. 6" letters, on a contrasting background, on the outside;
- EXIT* lamps shall be illuminated at all times – check all bulbs, batteries, and back-up operation [using test button or circuit breaker];
- 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;
- ELEVATOR MACHINERY – NO STORAGE ALLOWED* signs are required at entry doors to elevator machine rooms;
- FIRE DOOR-DO NOT BLOCK* or *FIRE DOOR-KEEP CLOSED* in min. 1" contrasting, durable letters shall be displayed at fire doors;
- 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;
- 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:

- Extension cords and flexible cords shall be UL listed and can not be a substitute for permanent wiring:
 - a) Multi-plug 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] multi-plug 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.

Power strips with over-current 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) Multi-plug adapters, such as cube adapters, unfused plug strips or similar devices are prohibited.

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;

Temporary electrical power and lighting installations shall not exceed 90-days for holiday decorative lighting and other purposes;

- Ground-bypass adapters are prohibited;
- Breaker panel covers shall be kept latched shut, and blanks shall be installed, where gaps exist, or breakers are missing;
- Approved covers shall be provided for all switch, outlets, and other electrical boxes;
- Unsecured junction, switch and outlet boxes, and electrical fixtures, and open wiring splices are prohibited.

Other Comments: