



Listed below are items considered during the inspection for Certificate of Occupancy:

1. **8 1/2" x 11" Site and Floor Plan** – Detailed site and floor plan provided for fire department planning. **To include the square footage of the building.**
2. **Building Addressing** – 12-inch Arabic numerals or alphabet letters in front and rear of the building with contrasting background, plainly visible and legible from the road. Located at the highest elevation of building. 4-inch suite numbers on front and back doors.
3. **Operational Permits** – See Attachment 1 for a list of required operational permits as required in International Fire Code
4. **Fire Extinguishers** - At least (1) 2A; 10B; C fire extinguisher mounted in an easily accessible area of the building is required. In larger buildings, more than one fire extinguisher may be required. Fire extinguisher must have a State Fire Marshal's inspection tag, which can be provided by any licensed fire extinguisher company.
5. **Key Boxes** – Shall contain any and all keys and/or devices required to gain emergency access to the building.
6. **Exit Route** – Exits may not lead through hazardous rooms; exits must terminate at a public way (i.e. paved surface.). Not obstructed in any manner.
7. **Exit Sign Illumination** – Required when 2 exits required. Required to have back-up power supply or continuously (self-luminous) illuminate when power is discounted.
8. **Emergency Lighting** – Required when occupant load exceeds 100.
9. **Exit Door Swing** – Opens in direction of travel when occupant load exceeds 50 or in hazardous areas.
10. **Exit Locking Hardware** – “No Knowledge” single action lever or panic bar on all doors. The main entrance door may have “key locking” hardware on the door when a sign stating “Door Shall Remain Unlocked During Business Hours” is posted. Additional deadbolt locks are not allowed unless connected to lever. Panic hardware required in Assembly /building where occupant load exceeds 50. Manual flush bolts prohibited.
11. **Dead End Corridors** – Not to exceed 20 feet.
12. **Roof Access** – If provided, proper signage required.
13. **Fire Department Access** – Approved access road provided to within 150 ft. of exterior portions of building, as measured by an approved route around the exterior of the building.
14. **Fire Lanes** – Fire apparatus access roads width is a minimum of 24 ft, and an obstructed vertical clearance of not less than 14 ft.
15. **Electrical** – Main panel room identified on exterior door of electrical room.
16. **Elevators** – Lunar key and override keys must be provided and maintained in supra box.
17. **Fire Sprinklers** – ACCEPTANCE INSPECTIONS COMPLETE. Overhead hydrostatic and final acceptance inspections.
18. **Fire Department Connection** – Should have “Knox FDC plug(s)” in place.
19. **Fire Sprinkler Riser Access Sign** on exterior and/or interior doors.

20. **Fire Alarms** – *installed as required*

- a. ACCEPTANCE INSPECTION COMPLETE.
- b. DEVICE MAP POSTED – Map indicating device location and address posted near main control panel.
- c. **Remote Annunciator** – Located at main entrance of facility. Instructions are provided for silence and reset instructions in supra box. 8 ½” X 11” framed floor plan is located at the annunciator indicating zones and device location.
- d. **Sprinkler Monitoring** – Required on all systems
- e. **Active Tamper** – On detector check, PIV’s and riser control valves, if provided. Trouble alarm received.
- f. **Dedicated Phone Lines** – Send trouble to central station when discounted.
- g. **A/C Power Disconnect and Batteries Back-up Disconnect** – Transmits trouble alarm.
- h. **Battery Back-up** –Sends alarm when system is activated without A/C power.
- i. **Pull Station and Horn/Strobe** – Are located in occupied area and function properly.
- j. **Address** – Proper zone and address dispatched. (i.e. water flow vs. trouble vs. pull station)
- k. **A/C Power Disconnect** – Is locked.