Allen Fire Department
Certificate of Occupancy Checklist

Legal Occupancy of a building cannot take place until the following items (as applicable) are completed :

Fire Extinguishers – All fire extinguishers, including newly purchased, must be inspected by a State-licensed contractor who will affix a State Fire Marshal's Office approved service tag indicating the servicing company and date. They shall be installed and located per NFPA #10 and/or approved plans. Signs need to be provided for extinguishers that are not readily visible in the area they protect.

Fire Lanes - Fire Lanes need to be marked with signs or pavement markings per City Ordinance.

Fire Hydrants - Fire hydrants must face fire lanes and be painted to City standards. Hydrants not protected by curbs must have bollards installed to protect them from vehicle impact damage.

Fire Alarm Systems - Acceptance testing must have been accomplished on installed systems. The alarm company technician(s) must be present during this test that is witnessed by an Allen Fire Department Inspector. Fire Alarm Systems must be monitored by an approved service.

Fire Protection Systems - Acceptance testing must have been accomplished on installed systems such as fire sprinkler, hood exhaust extinguishing systems, etc. The installing company technician(s) must be present during these tests that are witnessed by an Allen Fire Department Inspector. Fire protection systems alarms must be interfaced with the fire alarm system.

Exiting Systems - Clear, unobstructed paths to exits must be in place with correct door hardware/ releasing systems operational. Exit and emergency lighting must be in working order.

Fire Rated Separations - Required fire separations must be intact with openings protected and penetrations sealed with approved materials/devices.

Premises Address - The Allen Fire Code requires the posting of the street/suite address number on the front and rear of the building/suite. Place the street/suite address on the utility meters and disconnects in multi-tenant buildings.

Fire Dept. Key Safe - The "Knox Box" key safe(s) (if required for your building) shall be mounted near the main entrance or other approved location at approximately 60 inches above the walking surface. Keys or other entry devices need to be provided for placement in the key safe.

Note: The provisions contained herein are general in nature and may not address all situations. For further information contact the Allen Fire Marshal's Office at 214-509-4400.