



ALLEN FIRE-RESCUE
Fire Prevention Division / Fire Marshal's Office

310 Century Parkway

Allen, Texas 75013

Phone: (214) 509-4400

Fax: (214) 509-4410

<http://www.allenfire.org>

Certificate of Occupancy Request Form

Please provide the following information:

Building Permit #:		
Address (including suite number):		
Name of Business:		Phone:
Type of Business:	Texas Sales Tax ID # (where applicable)	Occupancy Load (per Building Dept):
Occupancy Manager / Owner Name:		Phone:
Emergency Contact Name:		Phone:
Property Owner:		Phone:
Property Owner Address:		
Who to contact for Inspection:		Phone:

Please check the following items as applicable, indicating that these items have been completed.

- Fire Lanes are marked with signs or pavement markings per City Ordinance
- Fire Hydrants face fire lanes and are painted to City standards. Hydrants not protected by curbs must have bollards installed to protect them from vehicle impact damage.
- Fire Alarm System (where applicable) has been tested and accepted by the Fire Marshal's Office. No outstanding issues remain.
- Fire Sprinkler / Suppression systems have been tested and accepted by the Fire Marshal's Office. No outstanding issues remain.
- Fire Department Connections (FDC) must be unobstructed, including vegetation, parking space, etc. and have a Knox Company Locking Cap in place.
- Exiting systems are clear and unobstructed. Proper hardware is installed on all exit doors, per code. Dead bolts, slide bolts, bars or other similar type of securing devices are not allowed on secondary exits. Exit signs and emergency lights have battery back-up and function properly. All Exit and Emergency Lights shall be on a dedicated breaker with a breaker lock installed.
- Premise Address must be permanently affixed to the building, front and rear. Suite numbers must be placed over the main entrance and rear doors. Address placement and size/stroke requirements are available in the local fire code amendments. Utility meters (gas / electric) must have the suite number of the supplied occupant affixed.
- All fire extinguishers, including newly purchased, must be inspected and display a State Fire Marshal's Office Inspection Tag. Extinguishers must be mounted per NFPA 10.
- A "Knox Box Key Safe" is required to be installed on all buildings. Location to be determined by the Fire Marshal's Office. Shell buildings may have one Knox Box of appropriate size for all tenants. Each tenant is responsible to provide a key to the inspector at time of final inspection.
- Assembly occupancies must have a Maximum Occupancy Load Sign prominently displayed.

The provisions contained herein are general in nature and may not address all situations. For further information please consult the City of Allen Fire Department's locally adopted fire code amendments to the International Fire Code or contact the Allen Fire Marshal's Office.

By signing this I have read and understand the Fire Marshal's Office Policy on 'Releasing of Certificate of Occupancies'. I also attest that all requirements to obtain a Certificate of Occupancy from the Fire Marshal's Office have been completed.

Signed _____

_____ Date