Fire Department Commercial Final Inspection Checklist

The following is a general list. All items shown may not be relevant to all projects.

☐ 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.

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