

CERTIFICATE OF OCCUPANCY CHECKLIST

- OCCUPANCY/BUILDING** use Approved by Planning & Zoning, Engineering, Building, and Fire.
- CONSTRUCTION FILE** – Review conditions and letters. Verify compliance in field.
- REVIEW APPROVED PLANS** - Verify approval letter, plan requirements and general note conditions.
- INSPECTION APPROVAL SIGN-OFFS (at Site)**
 - Underground Final
 - Aboveground Final
 - Fire Alarm Final
 - Fire Pump Final
 - Sprinkler Monitoring Final
 - Special System (i.e....High Piled Stock, Dust Collection, LPG tank, Aboveground Storage Tank)
- 8 ½ x 11” SITE AND FLOOR PLAN.** Detailed site and floor plan provided for Fire Department planning.
- BUILDING ADDRESSING.** Contrasting background, plainly visible and legible from the road. 4-inch suite numbers on front and back doors.
- GATES.** Ingress Emergency access installed and accepted
- FIRE LANES.** Fire apparatus access roads stripped as fire lanes in accordance with requirements.
- OBSTRUCTION.** Access roads not obstructed i.e.... parking, dumpsters, building materials.
- FIRE HYDRANTS.** Fire hydrants are provided per approved plan.
 - Outlets facing street.
 - Hydra-Storz Fitting
 - 5-foot access to hydrants is clear (i.e....landscaping, equipment.)
- KNOX BOX.** Provided for all buildings. Elevator Key, Riser room key, alarm panel key, pull reset key.
- OCCUPANT LOAD SIGNS.**
- FIRE EXTINGUISHERS.** Light Hazard (offices) – 2A10:BC rating within 75’ travel, maximum coverage of 3000sqft, Moderate Hazard (retail, manufacturing, warehouse) 2A10:BC within 75’ travel, maximum coverage of 1500sqft. Mounted in a visible and accessible location.
- EXIT SIGN ILLUMINATION.**
- EMERGENCY LIGHTING.**
- EXIT DOOR SWING.**
- EXIT LOCKING HARDWARE.** “No knowledge” single action lever or panic bar on all doors.
- EXIT ROUTE.** Exits may not lead through hazardous rooms; exits must terminate at a public way (i.e....paved surface.) Not obstructed by parking stalls.
- EXIT SPACING.** Exits shall be placed apart at least ½ the diagonal measurement of the room.
- DEAD END CORRIDORS.**
- ROOF ACCESS.** If provided, proper signage provided.
- SMOKE DETECTION SHUT DOWN.** Required for units exceeding 2000 cfm and/or 5 tons.
- ELECTRICAL.** Main panel room identified on exterior.
- ELEVATORS.** Lunar and override keys provided, Fire Fighter Recall tested, and State inspection posted
- FIRE SPRINKLERS.**
 - FINAL INSPECTIONS COMPLETE.** Overhead hydrostatic and final acceptance inspections.
 - FIRE SPRINKLER RISER ACCESS SIGN** on exterior and/or interior doors.
 - RISER SIGNAGE** – all valves are identified as to what they control.
 - HYDRAULIC CALCULATION** plate on each riser.
 - SPARE SPRINKLERS** box, sprinklers, and wrench (s) provided.
 - FDC.** Knox Caps provided.
- FIRE ALARMS.** – Installed as required.
 - FINAL INSPECTION** complete.
 - DEVICE MAP** POSTED.
- FIRE WALLS.** Provided between tenant space.