



FIRE DEPARTMENT

10573 E Stockton Blvd.
Elk Grove, CA 95624

(916) 405-7100
Fax (916) 685-6622
www.yourcsd.com

Final Occupancy Checklist

The following are some of the most commonly overlooked items at final inspection. Therefore, this is not an all-inclusive checklist. Additionally, some of these items may not apply to all projects. If you have questions, please contact your fire department inspector prior to final inspection.

Please provide or complete the following prior to final inspection:

General Contractor Items

1. Copy of Fire Department (NOT Bldg Dept.) approved plans. This includes all submittals related to this project (civil, architectural, sprinklers, fire alarm, kitchen hood suppression system, rack storage, above ground tanks, and gates)
2. Fire department issued Red Card with all required inspections signed off.
3. Copies of Fire/Safety Inspection Reports for all inspections.
4. Copy of Contractor's Material and Test Certificate for Underground Pipe.
5. Fire extinguishers (min. 2A10BC) mounted and provided a State Fire Marshal's service tag.
6. Knox box mounted and keys to fire control room, entrances, interior suites, manual pull station, and post indicator valve provided and labeled.
7. Emergency contact name and phone number for building owner or property manager posted on fire alarm zone map in fire control room.
8. All doors shall be hung and door hardware installed. All fire-rated doors shall be provided with closures and smoke seals.
9. All interior and exterior suite doors shall be labeled with suite number.
10. For tenant improvement projects where the area of work is only a portion of the building, exiting from the location of the tenant improvement all the way to the exterior of the building will be evaluated for Fire Code compliance.
11. Address numbers shall be internally illuminated or located adjacent to an exterior light so as to be visible at night.
12. Fire access lane "NO PARKING – FIRE LANE" signs shall be installed and/or fire lanes/curbs painted.
13. For projects requiring firestopping of rated assemblies, a copy of the UL or manufacturer's firestopping detail shall be provided to verify penetrations are correctly firestopped.
14. New hydrants shall be flushed. Provide a hydrant wrench for flushing.
15. Provide blue reflective street marker for all hydrants.

16. Post indicator valves and fire department connections shall be painted red and have the address number(s) stenciled in white.

Final Occupancy Checklist continued...

17. Fire control rooms shall be labeled "FIRE CONTROL ROOM" and fire riser rooms shall be labeled "FIRE RISER ROOM" in minimum 4 inch letters which contrast in color to the background.
18. For projects requiring emergency illumination, verify emergency lights function.
19. For assembly areas, occupant load signs shall be posted.
20. Provide an 8 ½" x 11" (or 11" x 17") floor plan of building.

Fire Alarm Contractor Items

21. Fire alarm contractor shall be present at final inspection and shall be prepared to test 100% of the new devices. A minimum of two people must be present to test the fire alarm system and radio communication must be provided. If portions of the building are occupied, notification of building occupants of fire alarm testing shall be the responsibility of the general contractor and shall be done in advance of the final inspection.
22. Copy of fire alarm "Record of Completion".
23. Copy of fire alarm pre-test results.
24. Copy of fire alarm monitoring contract.

Fire Sprinkler Contractor Items

25. For new buildings, a fire sprinkler main drain test shall be conducted to obtain baseline static and residual pressures.
26. A copy of "Contractor's Material and Test Certificate for Aboveground Pipe" shall be provided.
27. Spare heads box with spare heads of each type and sprinkler wrench.
28. Hydraulic design placard on riser.
29. Documentation of current 5-year certification on fire sprinkler system.

Revised 05/18/2010