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| July 1, 2010 | SANTA ROSA FIRE DEPARTMENT FIRE PREVENTION BUREAU STANDARD |
|  | FIRE DEPARTMENT CERTIFICATE OF OCCUPANCY |

Purpose

This standard outlines the general requirements for a Fire Department Certificate of Occupancy (C of O). Information contained herein applies to typical instances and may not address all circumstances.

Code References

2007 California Fire Code (CFC)
2007 California Building Code (CBC)
2006 NFPA

Permit(s) Required

Categories and fee amounts are found on line at www.santarosafd.com

Supplemental Information:

- 1) Plan Review Checklist – Fire Department Certificate of Occupancy
- 2) Inspection Checklist – Fixed Department Certificate of Occupancy

Required Inspections

- 1) Fire Department Final
*Additional inspections may be required based on the project

Inspections shall be scheduled a minimum of 48 hours in advance. Directions for scheduling are given at time of permit issuance.

The City of Santa Rosa Fire Department issues the following information regarding the Fire Department Final for a Certificate of Occupancy. Refer to the Fire Department Certificate of Occupancy Plan Review and Inspection checklists for further detail on each item.

Certificate of Occupancy (C. of O.) - A certificate giving approval to use a building or portion of (tenant improvement) by the Building Division following final inspections by the following departments and divisions: Planning Department, Engineering Division, Public Works, **Fire Department**, and the Building Department. For the Building Department to issue a Certificate of Occupancy, the building must be 100% completed and signed-off by the required departments and divisions listed above.

Prior to receiving approval from the Fire Department the following items (if applicable) need to be completed:

- Building Addressing
- Fire Department Emergency access roads
- Approved Fire Department water supply
- Fire Protection Systems (extinguishers, sprinklers, standpipes, alarms, special systems)
- Fire Department access (key boxes, doors, roof access)
- Fire Rated Construction, Exit Corridors, and Interior Finishes
- Exiting requirements including proper operation of exit doors, exit lighting and panic hardware
- Accessibility to and from the building and the site from public right of way
- Completed electrical system
- Completed improvements of all City right of ways, Environmental Impact Reports, and other items shown on approved construction documents
- Fuel Modification / Defensible Space (WUI Fire Area)
- Hazardous Materials Management Plan

Temporary Certificate of Occupancy (T.C.O.) - A certificate giving approval for the temporary use of a building or tenant improvement (T.I.) prior to the issuance of a Certificate of Occupancy. Should the building not be 100% complete, the Project Coordinator/Permit Applicant may request a TEMPORARY CERTIFICATE of OCCUPANCY (T.C.O.) of the Building or Tenant Improvement. In order to obtain approval for T.C.O., all PUBLIC SAFETY ITEMS AND PUBLIC IMPROVEMENTS MUST BE COMPLETED as determined by the Building and Fire Official.

A Temporary Certificate of Occupancy may only be granted for the following uses:

- Stocking of shelves
- Training of employees
- Any other item determined by the Chief needed to address minimum life safety issues.