Address:    Permit #: 
Inspector: Date: Status: 
Inspector: Date: Status: 

A-Approved; AC-Approved w/comments; I-Incomplete; D-Denied 

This Checklist outlines general requirements. Information contained herein applies to typical instances and may not address all circumstances.

IN-HOUSE FILE REVIEW:

1. Y N Environmental Site Assessment Conditions (Soils Remediation or Groundwater Monitoring)
2. Y N Specific Conditions of Planning Permit
3. Y N Approved Alternate Materials or Methods of Construction
4. Y N Fire Department Building Permit Plan Review Corrections and Conditions
5. Y N Automatic sprinkler system Fire Permit Plan Review Corrections and Conditions
6. Y N Automatic fire alarm system Fire Permit Plan Review Corrections and Conditions
7. Y N Fire pump and/or standpipe system Fire Permit Plan Review Corrections and Conditions
8. Y N Special Extinguishing System Fire Permit Plan Review Corrections and Conditions
9. Y N Emergency Evacuation plans
10. Y N Vegetation Management Plan Review Corrections and Conditions
11. Y N In-Building Public Radio System Fire Permit Plan Review Corrections and Conditions
13. Y N High Piled Storage Fire Permit Plan Review Corrections and Conditions

ON SITE FILE REVIEW:

14. Y N Approved Building Permit Plans with Fire Plan Review Corrections and Conditions
SITE & EXTERIOR INSPECTION:

15. ☐ ☐ Apparatus Access constructed per plans, width, clearance, base, surface, relationship to building (within 150’ of first story)

16. ☐ ☐ Apparatus access gates Knox lock / Knox override provided per plans

17. ☐ ☐ Fire lane curb markings and/or signage provided per plans, see Fire Lane Standard

18. ☐ ☐ Turnarounds are identified as fire lanes with NO PARKING signage

19. ☐ ☐ On-site water supply installed, hydrants with vehicle protection, painted, blue dot on roadways

20. ☐ ☐ Site Map illustrated fire department access routes, especially if EVA’s are provided

21. ☐ ☐ EVA’s are provided with EMERGENCY VEHICLE ACCESS ONLY – NO PARKING signage on both sides

22. ☐ ☐ Fire hydrants at least 40 feet from building (NFPA 24)

23. ☐ ☐ Sprinkler system FDC on street address side of building, accessible and signed

24. ☐ ☐ PIV’s or OS&Y’s are accessible, on an all weather walking surface and labeled.

25. ☐ ☐ Sprinkler system FDC within 50 ft of fire hydrant (SRCC 18-44.C105.1)

26. ☐ ☐ Guard posts provided where hydrants, tanks, generators, gas meters subject to vehicle impact (CFC 508.6)

27. ☐ ☐ All exterior doors have paved access walkway to required apparatus access road (CFC 504.1)

28. ☐ ☐ Rated exterior wall openings have rated assemblies installed.

29. ☐ ☐ Twenty foot wide pedestrian access from main exit to public way in A and E Occupancies

30. ☐ ☐ Illuminated Building Address provided per plans and clearly visible to emergency responders

31. ☐ ☐ Illuminated egress provided to the public way

32. ☐ ☐ Pedestrian Access provided per plans

33. ☐ ☐ Level ladder staging area provided per plans.

34. ☐ ☐ Fire Department key box provided in an accessible location, keys or access fob are provided and identified

35. ☐ ☐ Trash enclosures > 1.5 yd/3 are not stored within five feet of combustible walls, unless fire sprinklered.

INTERIOR INSPECTION:

36. ☐ ☐ Means of egress constructed per plans (aisles, hallways, corridors, exit passageways, exit courts)

37. ☐ ☐ Doors swing in direction of exit travel if > 50 occupants or Group H
38. ☐ ☐ Panic hardware where required on plans, Fire Exit Hardware on rated fire door assemblies

39. ☐ ☐ “No knowledge, single-action” hardware on all exit doors, including gates to the public way

40. ☐ ☐ Manually operated flush or bolt locks are not installed on egress doors (CFC 1008.1.8.4)

41. ☐ ☐ Illuminated exit signs clearly delineate path of egress all spaces >50 occupants. Signs at directional changes in hallways, visible from any direction of egress travel and where necessary. (CFC 1011.1)

42. ☐ ☐ Exit signs are flush or perpendicular to mounting surface so they are in the field of view

43. ☐ ☐ Signage detail is provided for the landing areas of vertical stairways more than 3 stories. Signage states location – East, West, etc., terminus-roof access or not, floor number and floors served by stairs. Signs to be 5 foot above floor landing (CFC 1020.1.6)

44. ☐ ☐ Egress lighting installed per plans

45. ☐ ☐ Egress (emergency) lighting has 90 minute emergency power

46. ☐ ☐ Maximum Occupant Load signage if >50 occupants in A Occupancies

47. ☐ ☐ Type 1 hood with 1-hour exhaust duct installed at all commercial cooking appliances (CFC 609)

48. ☐ ☐ One 2A:10B-C fire extinguisher is provided per 3,000 sf, max 75 ft travel distance on each level

49. ☐ ☐ Signage at HVAC, sprinkler, electrical, and fire alarm control location provided

50. ☐ ☐ Medical Gurney elevator provided with EMS sign

51. ☐ ☐ Decorative materials treated for flame spread and smoke production

52. ☐ ☐ Air-handling units >2,000 cfm have smoke detector in supply duct for automatic shutdown and, if a FACP is present, are tied to the alarm system.

53. ☐ ☐ Single station smoke detectors provided per plans in R Occupancies (CFC 907.3.2)

54. ☐ ☐ Occupant load signage provided in assembly rooms in A Occupancies (CFC 1004.3)

**FLOOR & ROOF:**

55. ☐ ☐ TJI/Composite Wood Joists. Composite wood joists in sprinklered buildings. Maximum 16” in depth or comply with one of the exceptions (drywall on underside, sprinkler within, fill joists with non-combustible insulation).

56. ☐ ☐ TJI/Composite Wood Joists. Open joists require fire stopping of channels into 300 ft/2 areas. Closed joists (ceiling on the underside) require fire-stopping into 160 ft/3 areas.

57. ☐ ☐ Draft stops shall be installed in attics per CBC 717.4. See exceptions for fire sprinklered attics

58. ☐ ☐ Skylights, if provided, are not installed within the area, based upon distance to property line, to be protected

59. ☐ ☐ Smoke and heat vents and draft curtains shall be provided, when required, by CBC Section 910.
60. ☐ ☐ Roof access shall be provided and new buildings four or more stories shall provide a stairway (CFC 504)

**ELECTRICAL PLANS:**

61. ☐ ☐ Emergency alarm installed in accordance with CFC 908

62. ☐ ☐ If to be equipped with a fire alarm system, examine the Fire Alarm Power Supply. Required to provide a separate disconnect, locking of the disconnect, color and signage.

63. ☐ ☐ If to be equipped with a fire pump, examine the Fire pump electrical circuit to ensure the special electrical conductor protections are provided.

64. ☐ ☐ Witness the test of the elevator shunt-trip, if provided.

65. ☐ ☐ If commercial cooking equipment, a shunt-trip has been installed on appliance power circuit

66. ☐ ☐ Check the plans for fire dampers. If installed, witness the test of the activation method and verify that each damper is installed in the correct orientation and is listed for passive or dynamic service.