

**SANTA ROSA FIRE DEPARTMENT  
FIRE PREVENTION BUREAU  
INSPECTION CHECKLIST**

July 1, 2010



**COMMERCIAL  
TENANT IMPROVEMENT**

<b>Address:</b>		<b>Permit #:</b>
<b>Inspector:</b>	<b>Date:</b>	<b>Status:</b>
<b>Inspector:</b>	<b>Date:</b>	<b>Status:</b>
<b>A-Approved, R-Re-inspection Required</b>		

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

**IN-HOUSE FILE REVIEW:**

- |     |                          |                          |  |
|-----|--------------------------|--------------------------|--|
|     | <b>Y</b>                 | <b>N</b>                 |  |
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | Environmental Site Assessment Conditions (Soils Remediation or Groundwater Monitoring) |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | Specific Conditions of Planning Permit   |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Approved Alternate Materials or Methods of Construction                                |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Fire Department Building Permit Plan Review Corrections and Conditions                 |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Automatic sprinkler system Fire Permit Plan Review Corrections and Conditions          |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | Automatic fire alarm system Fire Permit Plan Review Corrections and Conditions         |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | Fire pump and/or standpipe system Fire Permit Plan Review Corrections and Conditions   |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Special Extinguishing System Fire Permit Plan Review Corrections and Conditions        |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Emergency Evacuation plans   |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Vegetation Management Plan Review Corrections and Conditions                           |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | In-Building Public Radio System Fire Permit Plan Review Corrections and Conditions     |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous Materials Fire Permit Plan Review Corrections and Conditions                 |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | High Piled Storage Fire Permit Plan Review Corrections and Conditions                  |

**ON SITE FILE REVIEW:**

- |     |                          |                          |   |
|-----|--------------------------|--------------------------|---|
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Approved Building Permit Plans with Fire Plan Review Corrections and Conditions |
|-----|--------------------------|--------------------------|---|

Inspection Checklist  
Commercial Building Tenant Improvement Inspection

**SITE & EXTERIOR INSPECTION:**

- |     | <b>Y</b>                 | <b>N</b>                 |   |
|-----|--------------------------|--------------------------|---|
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Apparatus Access constructed per plans, width, clearance, base, surface, relationship to building(within 150' of first story)(CFC) 503.1) |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Apparatus access gates Knox lock / Knox override provided per plans (CFC 506.1)   |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Fire lane curb markings and/or signage provided per plans, see Fire Lane Standard (18-44.0103.6)  |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Turnarounds are identified as fire lanes with NO PARKING signage (18-44.0103.6)   |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | On-site water supply installed, hydrants with vehicle protection, painted, blue dot on roadways (18-44.508.5)                             |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Site Map illustrated fire department access routes, especially if EVA's are provided (CFC 501.3)  |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | EVA's are provided with EMERGENCY VEHICLE ACCESS ONLY – NO PARKING signage on both sides (CFC 503.3)                                      |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Fire hydrants at least 40 feet from building (NFPA 24)  |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler system FDC on street address side of building, accessible and signed (CFC 508.5.4)  |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | PIV's or OS&Y's are accessible, on an all weather walking surface and labeled (CFC 508.5.4)   |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | Sprinkler system FDC within 50 ft of fire hydrant (SRCC 18-44.C105.1)   |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | Guard posts provided where hydrants, tanks, generators, gas meters subject to vehicle impact (CFC 508.6)                                  |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | All exterior doors have paved access walkway to required apparatus access road (CFC 504.1)  |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | Rated exterior wall openings have rated assemblies installed (CBC 704.12)   |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | Twenty foot wide pedestrian access from main exit to public way in A and E Occupancies (CBC 102.5.2)                                      |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | Illuminated Building Address provided per plans and clearly visible to emergency responders (18-44.505.1)                                 |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | Illuminated egress provided to the public way (CFC 1006.1)  |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | Pedestrian Access provided per plans  |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | Level ladder staging area provided per plans.   |
| 34. | <input type="checkbox"/> | <input type="checkbox"/> | Fire Department key box provided in an accessible location, keys or access fob are provided and identified(CFC 506.1)                     |
| 34. | <input type="checkbox"/> | <input type="checkbox"/> | Trash enclosures > 1.5 yd/3 are not stored within five feet of combustible walls, unless fire sprinklered (CFC 304.3.3)                   |

**INTERIOR INSPECTION:**

35.   Means of egress constructed per plans (aisles, hallways, corridors, exit passageways, exit

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- courts) (CFC 1001.1)
- |     | Y                        | N                        |  |
|-----|--------------------------|--------------------------|--|
| 36. | <input type="checkbox"/> | <input type="checkbox"/> | Doors swing in direction of exit travel if > 50 occupants or Group H (CFC 1008.1.2)  |
| 37. | <input type="checkbox"/> | <input type="checkbox"/> | Panic hardware where required on plans, Fire Exit Hardware on rated fire door assemblies (CFC 108.1.9)   |
| 38. | <input type="checkbox"/> | <input type="checkbox"/> | "No knowledge, single-action" hardware on all exit doors, including gates to the public way (CFC 1008.1.8.3)   |
| 39. | <input type="checkbox"/> | <input type="checkbox"/> | Manually operated flush or bolt locks are not installed on egress doors (CFC 1008.1.8.4)   |
| 40. | <input type="checkbox"/> | <input type="checkbox"/> | 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)      |
| 41. | <input type="checkbox"/> | <input type="checkbox"/> | Exit signs are flush or perpendicular to mounting surface so they are in the field of view   |
| 42. | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| 43. | <input type="checkbox"/> | <input type="checkbox"/> | Signs to be 5 foot above floor landing (CFC 1020.1.6)  |
| 44. | <input type="checkbox"/> | <input type="checkbox"/> | Egress lighting installed per plans (CFC 1006.1)   |
| 45. | <input type="checkbox"/> | <input type="checkbox"/> | Egress (emergency) lighting has 90 minute emergency power (CFC 1006.3)   |
| 46. | <input type="checkbox"/> | <input type="checkbox"/> | Maximum Occupant Load signage if >50 occupants in A Occupancies (CFC 1004.3)   |
| 47. | <input type="checkbox"/> | <input type="checkbox"/> | Type 1 hood with 1-hour exhaust duct installed at all commercial cooking appliances (CFC 609)  |
| 48. | <input type="checkbox"/> | <input type="checkbox"/> | One 2A:10B-C fire extinguisher is provided per 3,000 sf, max 75 ft travel distance on each level (CFC 906.1)   |
| 49. | <input type="checkbox"/> | <input type="checkbox"/> | Signage at HVAC, sprinkler, electrical, and fire alarm control location provided   |
| 50. | <input type="checkbox"/> | <input type="checkbox"/> | Medical Gurney elevator provided with EMS sign (CBC 3002.4)  |
| 51. | <input type="checkbox"/> | <input type="checkbox"/> | Decorative materials treated for flame spread and smoke production (CFC 807)   |
| 52. | <input type="checkbox"/> | <input type="checkbox"/> | 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 (CMC)  |
| 53. | <input type="checkbox"/> | <input type="checkbox"/> | Single station smoke detectors provided per plans in R Occupancies (CFC 907.3.2)   |
| 54. | <input type="checkbox"/> | <input type="checkbox"/> | Occupant load signage provided in assembly rooms in A Occupancies (CFC 1004.3)   |

**FLOOR & ROOF:**

- |     |                          |                          |   |
|-----|--------------------------|--------------------------|---|
| 55. | <input type="checkbox"/> | <input type="checkbox"/> | 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) (NFPA 13-8.15.1.2) |
| 56. | <input type="checkbox"/> | <input type="checkbox"/> | 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 (NFPA 13-8.15.1.2)   |

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- |     | <b>Y</b>                 | <b>N</b>                 |  |
|-----|--------------------------|--------------------------|--|
| 57. | <input type="checkbox"/> | <input type="checkbox"/> | Draft stops shall be installed in attics per CBC 717.4. See exceptions for fire sprinklered attics               |
| 58. | <input type="checkbox"/> | <input type="checkbox"/> | Skylights, if provided, are not installed within the area, based upon distance to property line, to be Protected |
| 59. | <input type="checkbox"/> | <input type="checkbox"/> | Smoke and heat vents and draft curtains shall be provided, when required, by CBC Section 910.                    |
| 60. | <input type="checkbox"/> | <input type="checkbox"/> | Roof access shall be provided and new buildings four or more stories shall provide a stairway (CFC 504)          |

**ELECTRICAL PLANS:**

- |     |                          |                          |   |
|-----|--------------------------|--------------------------|---|
| 61. | <input type="checkbox"/> | <input type="checkbox"/> | Emergency alarm installed in accordance with CFC 908  |
| 62. | <input type="checkbox"/> | <input type="checkbox"/> | 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 (NFPA 72-4.4.1)                            |
| 63. | <input type="checkbox"/> | <input type="checkbox"/> | If to be equipped with a fire pump, examine the Fire pump electrical circuit to ensure the special electrical conductor protections are provided.   |
| 64. | <input type="checkbox"/> | <input type="checkbox"/> | Witness the test of the elevator shunt-trip, if provided (CFC 607.4)  |
| 65. | <input type="checkbox"/> | <input type="checkbox"/> | If commercial cooking equipment, a shunt-trip has been installed on appliance power circuit (CMC)   |
| 66. | <input type="checkbox"/> | <input type="checkbox"/> | 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 (BC 716) |