



Kerrville Fire Marshal

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CERTIFICATE OF OCCUPANCY CHECKLIST COMMERCIAL BUILDING

{Some items listed may not apply to your project}

- OCCUPANCY/BUILDING USE.** Approved by Planning & Zoning, Engineering, Building, and Fire.
- CONTACT KERRVILLE FIRE MARSHAL** – have representative attend the final inspection.
- 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-Pile/High-Rack/High-Racked Stock, Dust Collection, LPG tank, Aboveground Storage Tank)
- 8 1/2 x 11" SITE AND FLOOR PLAN.** Detailed site and floor plan provided for Fire Department planning.
- BUILDING ADDRESSING.** Minimum 4 inches in front, contrasting background, plainly visible and legible from the road. Located at highest elevation of building. 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.
 - 5-foot access to hydrants is clear (i.e....landscaping, equipment.)
- KNOX BOX.** Provided for all buildings.
- OCCUPANT LOAD SIGNS.** Provided where load exceeds 50 in assembly uses.
- FIRE EXTINGUISHERS.** Light Hazard (offices) – 2A10:BC rating within 75' travel, maximum coverage of 3000 sqft, Moderate Hazard (retail, manufacturing, warehouse) 2A10:BC within 75' travel, maximum coverage of 1500 sqft. Mounted in a visible and accessible location.
- EXIT SIGN ILLUMINATION.** Required when 2 or more exits are required.
- EMERGENCY LIGHTING.** Required
- EXIT DOOR SWING.** Opens in direction of travel when occupant load exceeds 50 or hazardous areas.
- EXIT LOCKING HARDWARE.** "No knowledge" single action lever or panic bar on all doors. The main entrance door may have "key locking" hardware on the door when a sign stating, "Door shall remain unlocked during business hours" is posted .Panic hardware required as adopted by city ordinance for all other doors except main entry door.
- 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 1/2 the diagonal measurement of the room.
- DEAD END CORRIDORS.** Not to exceed 20 feet.
- 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.** (Where required)
 - 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 Caps provided.
- FIRE ALARMS.** (Where required)
 - FINAL INSPECTION complete.
 - DEVICE MAP POSTED.
- FIRE WALLS.** Provided between tenant spaces.