



Kerrville Fire Marshal
87 Coronado Drive Kerrville, Texas 78028
Office: (830) 257-8449 Fax: (830) 257-8455



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 ½ 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 ½ 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.