



CITY OF LAKE JACKSON
FIRE MARSHAL



10 OAK DRIVE ♦ LAKE JACKSON, TX 77566

(979) 415-2726 ♦ FAX (979) 415-2679

**Lake Jackson Fire Marshal's Office
CERTIFICATE OF OCCUPANCY CHECKLIST
COMMERCIAL BUILDING**

PROJECT: _____ DATE: _____
ADDRESS: _____ CONTACT _____
PERMIT NUMBER: _____ PHONE: _____
SCOPE OF WORK: _____

CONTACT LAKE JACKSON FIRE MARSHAL'S OFFICE – have representative attend the final inspection.

CONSTRUCTION FILE – Review conditions, letters, Verify compliance in field. Verify that all fees are paid.

REVIEW APPROVED PLANS - Verify approval letter, plan requirements and general note conditions are met.

INSPECTION APPROVAL SIGN-OFFS (at Site) –

- Underground Hydro/Flush
- Aboveground hydro, Final
- Fire Alarm
- Fire Pump Acceptance
- Sprinkler Monitoring
- Special System (ie...High Piled 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 fire planning.

BUILDING ADDRESSING. 12 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. (Click2enter)

The owner of a commercial or multifamily building designed for human occupancy in which employees or residents are located behind electronic gates shall provide for emergency vehicle access using a key override switch and a radio operated controller. Emergency access of all limited access gates that cross a Fire Lane shall have a key override switch

and a radio operated controller available for emergency use by the Fire Department, EMS and Police Department. In the event of a power failure, the gate shall automatically transfer to a fail-safe mode allowing the gate to be pushed open without the use of special knowledge or equipment.

() **FIRE DEPARTMENT ACCESS.** Approved access road provided to within 150 of exterior portions of building, as measured by an approved route around the exterior of the building.

() **FIRE LANES.** Fire apparatus access roads noted as fire lanes in accordance with Local requirements.

() **OBSTRUCTION.** Access roads not obstructed ie... parking, dumpsters, building materials.

() **WATER SUPPLY.** Private fire protection water system storage installed per approved plan.

() **FIRE HYDRANTS.** Fire hydrants are provided per approved plan.

() Outlets facing street.

() Reflectorized blue marker (s) provided.

() 6-foot access to hydrants is clear (ie...landscaping, equipment.) 3ft radius.

() **OCCUPANT LOAD SIGNS.** Provided in assembly uses.

() **FIRE EXTINGUISHERS.** Light Hazard (offices) – 3A40BCBC rating within 75' travel, maximum coverage of 3000sqft, Moderate Hazard (retail, manufacturing, warehouse) 3A40BC within 75' travel, maximum coverage of 1500 sq ft.

() **EXIT SIGN ILLUMINATION.** Required to have back-up power supply or continuously (self-luminous) illuminate when power is disconnected.

() **EMERGENCY LIGHTING.** Required to have back-up power supply or continuously (self-luminous) illuminate when power is disconnected

() **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 s hours” is posted. Additional deadbolt locks not allowed unless connected to the lever. Panic hardware required in Assembly rooms/buildings where occupant load exceeds 50. Manual flush bolts prohibited.

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() EXIT ROUTE. Exits may not lead through hazardous rooms, exits must terminate at a public way (ie...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 present, proper signage provided.

() SMOKE DETECTION SHUT DOWN. Required for units exceeding 2000 cfm.

() ELECTRICAL. () Main panel room identified on exterior.
() schedules marked, no open spaces in panel

() ELEVATORS. () Lunar key and override keys provided.
() Emergency use signage posted.

() FIRE SPRINKLERS.

() ACCEPTANCE INSPECTIONS COMPLETE. Overhead hydrostatic and final acceptance inspections.

() PROVIDED per plan. Required square foot threshold.

() FIRE SPRINKLER RISER ACCESS SIGN on exterior and/or interior doors.

() RISER SIGNAGE – all valves are identified as to what they control.

() RISER CLEARANCE – 2 inch clearance around base of riser.

() HYDRAULIC CALCULATION plate on each riser. Pressure meets that listed on calculation plate.

() 2 INCH DRAIN TEST – Open 2 inch drain. Residual pressure should drop and then come back up. If it does not then a valve may be closed.

() SPARE SPRINKLERS box, sprinklers and wrench (s) (recessed socket and open head wrench) provided.

() INSPECTOR TEST ALARM – Open inspector test valve. Exterior alarm should activate within 60 seconds.

() Locking Knox FDC. Caps provided.

() FDC No Parking signs required at fire department connection

() FIRE ALARMS. – Installed as required.

() ACCEPTANCE INSPECTION completed on site and through monitoring to verify proper information being given to dispatch

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- () DEVICE MAP POSTED. Map indicating device location and addresses post near main control panel.
 - () REMOTE ANNUNCIATOR. Located at main entrance of facility. 8 ½ x 11 1 inch framed floor plan is located at annunciator indicating zones and device locations.
 - () SPRINKLER MONITORING – required on all systems.
 - () ACTIVATE TAMPERS on detector check, PIV's and riser control valves, if provided. Trouble alarm received.
 - () DEDICATED PHONE LINES send trouble to central station when disconnected.
 - () A/C POWER DISCONNECT AND BATTER BACK-UP DISCONNECT transmits trouble alarm.
- () **FIRE ALARMS.** – Installed as required (continued)
- () BATTERY BACK-UP – sends alarm when system is activated without A/C power.
 - () PULL STATION AND HORN/STROBE are located in occupied area and function properly.
 - () ADDRESS Proper zone and address dispatched. (ie...water flow vs. trouble vs. pull station)
 - () A/C POWER DISCONNECT is locked.
- () **Knox Box** –
- () Installed as required, proper height and distance from entrance.

Note: This is a partial list to be used as a reference. Other items may be identified during the inspection process. Any items identified not listed will be required to be corrected or completed prior to the certificate of occupancy being issued.

