

Occupancy Checklist

Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the building official has issued a certificate of occupancy.

Below are some common violations found at the Final Occupancy Inspection. There may be other requirements for your particular project.

General

Gas meters and piping require protection from vehicle damage
Fire Hydrants are not operational and/or missing Storz adapters
Portable fire extinguishers of the correct type shall be provided and mounted

Fire Protection Systems

Fire alarm system shall be tested and approved by the fire department
Fire sprinkler systems shall be tested and approved by the fire department
The emergency generator shall be tested and approved by the fire department
Range hood & duct AFES shall be tested and approved by the fire department
Fire department connection (FDC) caps shall be provided
FDC access shall be unobstructed
Post indicator valves shall have a handle and lock
Spare sprinkler heads and tools are required at the riser
Sprinkler riser protection is required

Access & Exits

The Knox key box shall be mounted and located correctly
Entry, fire alarm and elevator keys shall be provided to the fire department
Knox keyswitch shall be installed and operate correctly
Emergency lighting shall be tested and accepted by the fire department

Signage

A fire alarm zone map is required
Electrical rooms sign required
Address numbers and suite numbers shall be posted and visible
Fire lanes require red curbing and /or signs
Occupant load sign required in assembly areas
Fire alarm door sign is required
Sprinkler riser door sign is required