

CERTIFICATE OF OCCUPANCY PRE-INSPECTION CHECKLIST OF COMMON VIOLATIONS

Royse City Fire Department - Fire Marshal's Office

305 N Arch St. • Royse City, TX 75189 • Phone: 972.524.4819

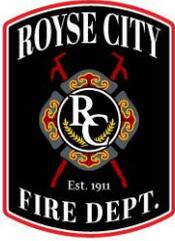
Website: <http://www.roysecity.com/departments/fire/>

Email: rfd@roysecity.com

**IN ORDER TO COMPLY WITH THE CITY OF ROYSE CITY ADOPTED CODES AND ORDINANCES
PLEASE FOLLOW THE DIRECTIONS BELOW**

Walk through the business with this form and answer all of the questions listed below
When the inspection is complete and all violations have been corrected, contact the Royse City Fire Marshal's Office to schedule your inspection

| | | | | | | | |
|--|-----------------------|----|-----|---|-----------------------|----|-----|
| Is your address visible on the outside of the building with contrasting background and numbers at least 12 inches in height? | Yes | No | N/A | Are electrical/mechanical rooms free of combustible storage? | Yes | No | N/A |
| | | | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | |
| Is your address or suite number visible on the rear of the building with numbers at least 4 inches in height? | Yes | No | N/A | Is the fire lane clearly marked with red paint, to include the TOP of the curb, and fire lane wording legible? | Yes | No | N/A |
| | | | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | |
| Are your gas and electrical meters labeled with your address or suite number? | Yes | No | N/A | Do you have a fire extinguisher(s) in your business? The minimum required is a 2A10BC (refer to label on extinguisher). | Yes | No | N/A |
| | | | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | |
| Are all electrical breaker panels accessible and labeled? Disconnects at the meter need to be labeled as "Main Electrical Disconnect". See RCFMO Signage Requirement packet for specs. | Yes | No | N/A | Have all extinguisher(s) been inspected, tagged or serviced within the last year? | Yes | No | N/A |
| | | | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | |
| Are empty slots in electrical panel filled with approved blanks? | Yes | No | N/A | Is the maximum travel distance to the fire extinguisher 75' or less? | Yes | No | N/A |
| | | | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | |
| Is the cover on the electrical panel and face plates installed on all electrical outlets, switches and junction boxes? | Yes | No | N/A | Are fire extinguisher(s) visible and readily accessible for use (not blocked by storage, etc.)? | Yes | No | N/A |
| | | | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | |
| Extension cords cannot be used as permanent wiring. Do you have all electrical devices plugged into receptacles or a single UL approved power strip? | Yes | No | N/A | Is a fire extinguisher mounted or secured on a wall (preferably near an exit) so that the top of the extinguisher is not more than 5 ft. above the floor? | Yes | No | N/A |
| | | | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | |
| Does the electrical system appear to be in good working order? | Yes | No | N/A | Are required exit path(s) and door(s) unblocked? | Yes | No | N/A |
| | | | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | |
| If electrical panel or electrical equipment is located in a room, is the room labeled as "Electrical Room"? | Yes | No | N/A | Does the main entry door to the business have a thumb latch lock on the interior side of the door? (Required signage attached that reads: "This door to remain unlocked when building is occupied") | Yes | No | N/A |
| | | | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | |



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| Buildings with Fire Sprinkler Systems | | | | | | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|--|--------------------------|----|-----|--|
| Is Fire Department Connection (FDC) unobstructed and cap(s) in place? | Yes | No | N/A | Is fire alarm system currently tagged acceptable with a blue inspection tag? (Inspected within the last year?) | Yes | No | N/A | | Yes | No | N/A | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | | |
| | If NO, date corrected | | | | If NO, date corrected | | | | | | | |
| Is fire sprinkler system currently tagged acceptable with a blue inspection tag? (Inspected within the last year?) | Yes | No | N/A | Is fire riser room equipped with an operational heater, operational emergency lighting and is the door labeled? | Yes | No | N/A | | Yes | No | N/A | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | | | |
| | If NO, date corrected | | | | If NO, date corrected | | | | | | | |
| Items that may not be required in all occupancies | | | | | | | | | | | | |
| Are exit signs illuminated and work on emergency power or on battery backup | Yes | No | N/A | Has kitchen hood suppression system been inspected in the past 6 months and hood cleaned quarterly? | Yes | No | N/A | | Yes | No | N/A | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | | | | | | |
| Does interior emergency lighting work when tested? (Test button located by LED light on side or bottom) | Yes | No | N/A | Are exit doors used in pairs free of surface or flush mounted bolts? (Surface and flush mounted bolts are not to be used in exit doors.) | Yes | No | N/A | | Yes | No | N/A | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | | | | | | |
| Does the exterior emergency lighting above the exit doors work when tested? (Test button located by LED light on side or bottom) | Yes | No | N/A | Are fire rated door(s) self-closing and self-latching? | Yes | No | N/A | | Yes | No | N/A | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | | | | | | |
| Is maximum occupancy sign posted? (Assembly occupancies of 50 or more) | Yes | No | N/A | Are penetrations in fire rated walls sealed? | Yes | No | N/A | | Yes | No | N/A | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | | |
| | If NO, date corrected | | | | If NO, date corrected | | | | | | | |

Two copies of door entry keys will need to be given to the Inspector, on the day of inspection, to be secured in the Knox Boxes located on your building

If you have any questions during this self-paced inspection of your business, please contact the Royse City Fire Marshal's Office at **972.524.4819**