



Roys City Fire Department



CERTIFICATE OF OCCUPANCY PRE-INSPECTION CHECKSHEET/Common Violations

IN ORDER TO COMPLY WITH THE CITY OF ROYS CITY ADOPTED ORDINANCES AND CODES, PLEASE FOLLOW THE DIRECTIONS BELOW:

1. Walk through the business with this form, and answer all questions listed below.
2. When the inspection is complete and all violations have been corrected contact the **Roys City Fire Department** to schedule your inspection.
The Fire Department can be contacted at (972) 524-4819.

1. 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	10. Are electrical/mechanical rooms free of combustible storage?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
2. Is your address or suite number visible on the rear of the building in at least 4 inch tall numbers?	YES	NO	N/A	11. Is the fire lane clearly marked with red paint and fire lane wording legible?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
3. Is your Gas and Electrical meter labeled with your suite number or address?	YES	NO	N/A	12. Do you have a fire extinguisher(s) in your business? The minimum required is a 3A40BC (refer to label on extinguisher).	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
4. Are all electrical breaker panels accessible and labeled? (Disconnects at the meter need to be labeled as "Main Electrical Disconnect")	YES	NO	N/A	13. Have all extinguisher(s) been inspected, tagged or serviced within the last year. (New extinguishers may have receipt attached in lieu of tag.)	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
5. Are empty slots in electrical panel filled with approved blanks?	YES	NO	N/A	14. Is the maximum travel distance to the fire extinguisher 75' or less?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
6. Is the cover on the electrical panel and face plates installed on all electrical outlets, switches and junction boxes?	YES	NO	N/A	15. Are fire extinguisher(s) visible and readily accessible for use (not blocked by storage, etc.)?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
7. 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	16. 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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
8. Does the electrical system appear to be in good working order?	YES	NO	N/A	17. Are required exit path(s) and door(s) unblocked?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
9. If electrical panel or electrical equipment is located in a room, is the room labeled as "Electrical Room"?	YES	NO	N/A	18. 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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		

Buildings with fire sprinkler systems

19. Is Fire Department Connection (FDC) unobstructed and cap(s) in place?	YES	NO	N/A	21. Is fire alarm system currently tagged acceptable with a blue inspection tag? (Inspected with in the last year?)	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
20. Is fire sprinkler system currently tagged acceptable with a blue inspection tag? (Inspected with in the last year?)	YES	NO	N/A	22. Is fire riser room equipped with an operational heater, operational emergency lighting and is the door labeled?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		

Items that may not be required in all occupancies

23. Are exit signs illuminated and work on emergency power or on battery backup?	YES	NO	N/A	27. Has kitchen hood suppression system been inspected in the past 6 months and hood cleaned quarterly?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
24. Does interior emergency lighting work when tested? (test button located by LED light on side or bottom)	YES	NO	N/A	28. 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
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
25. Does exterior emergency lighting above exit doors work when tested? (test button located by LED light on side or bottom)	YES	NO	N/A	29. Are fire rated door(s) self-closing and self-latching?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
26. Is maximum occupancy sign posted? (Assembly occupancies of 50 or more)	YES	NO	N/A	30. Are penetrations in fire rated walls sealed?	YES	NO	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		

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

During your self-paced inspection of your business if you have any questions please contact the Royse City Fire Department at (972) 524-4819. Our staff will be glad to help you.