



**SACRAMENTO FIRE DEPARTMENT
FIRE PREVENTION DIVISION
FIRE DEPARTMENT DEVELOPMENT SERVICES UNIT**

Final Occupancy Checklist

The following are some of the most commonly overlooked items at final inspection. Therefore, this is not an all-inclusive checklist. Additionally, some of these items may not apply to all projects. If you have questions, please contact department inspector prior to final inspection.

1. Copy of Fire Department (NOT Bldg. Dept.) approved plans. This includes all submittals related to this project (civil, architectural, sprinklers, fire alarm, kitchen hood suppression system, rack storage, above ground tanks and gates)
2. Please schedule the final inspection at least a week prior to the anticipated move-in date of building occupants so that there is sufficient time to correct deficiencies and schedule a re-inspection prior to that move-in date. For large projects, two or more weeks is recommended.
3. Projects cannot be "**Final**" until all construction is complete and all fire protection systems tested and placed in service.
4. Fire department issued Red Card with all required inspections signed off. If you have lost your Red Card please contact Debra Jackson at 808-5612, new red cards are issued at a cost of \$25.00 for each red card.
5. Copy of Contractor's material and Test Certificate for Underground Pipe.
6. Fire extinguishers (min. 2A10BC) mounted and provided a State Fire Marshal's service tag.
7. Knox box mounted and keys to fire control room, entrances, interior suites, manual pull station, and post indicator valve provided and labeled.
8. All doors shall be hung and door hardware installed. All fire-rated doors shall be provided with closures and smoke seals.
9. All interior and exterior suite doors labeled with suite number.
10. For tenant improvement projects where the area of work is only a portion of the building, exiting from the location of the tenant improvement all the way to the exterior of the building will be evaluated for Fire Code Compliance.
11. Address numbers shall be internally illuminated or located adjacent to an exterior light so as to be visible at night.
12. Fire access lane "NO PARKING – FIRE LANE" signs shall be installed and/or fire lanes/curbs painted.



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13. For projects requiring firestopping of rated assemblies, a copy of the UL or manufactures firestopping detail shall be provided to verify penetrations are correctly firestopped.
14. All new hydrants shall be flushed.
15. Post indicator valves and fire department connections shall be painted red and have the address number (s) stenciled in white.
16. Fire control room shall be labeled "FIRE CONTROL ROOM" and fire riser rooms shall be labeled "FIRE RISER ROOM" in a minimum 4 inch letters which contrast in color to the background.
17. For assembly areas, occupant load signs shall be posted. Contact the Fire Code Enforcement unit at 808-7273 to schedule an inspection to have an occupant load issued.

Fire Alarm Contractor Items

18. Fire alarm contractor shall be present at final inspection and shall be prepared to test 100% of the new devices. If portions of the building are occupied, notification of the building occupants of the fire alarm testing shall be made a minimum of 24 hours prior.
19. Copy of the fire alarm "record of Completion".
20. Copy of the fire alarm monitoring contract.

Fire Sprinkler Contractor Items

21. A copy of "Contractor's Material and Test Certificate for Aboveground Pipe" shall be provided.
22. Spare head box with spare heads of each type and sprinkler wrench.
23. Hydraulic design placard on riser.
24. Documentation of current 5-year certification on fire sprinkler system.