



MOBILE FIRE - RESCUE DEPARTMENT FIRE CODE ADMINISTRATION

General Contractor Checklist Fire Protection System Readiness for Final Certificate of Occupancy

Project Name: _____

Project Address: _____

Lead Inspector: Contact Information: _____

G.C./Superintendent: Contact Information: _____

This checklist is provided to the GC/Superintendent to help them keep track of the required Community Risk Reduction Inspections for their project. A similar file is kept in the Community Risk Reduction Office. A lead Fire Inspector is assigned to each project, although other inspectors may fill in during absences or for informal visits, the lead Inspector will be responsible for staying in touch to assure timely completion of all required inspections in anticipation of meeting the scheduled opening date. See format below for a list of expected inspections involved with the installation of fire protection systems.

Sprinkler Underground	Overhead Sprinklers	Fire Alarm Systems	Kitchen Hood Suppression	ERRCS
Plans Submitted/Approved	Plans Submitted/Approved	Plans Submitted/Approved	Plans Submitted/Approved	Plans Submitted/Approved
Visual Inspection	Visual Inspection	Visual Inspection	Visual Inspection	Visual Inspection
Hydrostatic Test	Hydrostatic Test	Central Station Monitoring	Air Test	FCC Registration (B)
Flush System	Flush System	Initiating Device Test	Alarm System Hookup	Booster ID # (B)
Final Acceptance	Final Acceptance	Final Acceptance	Final Acceptance	Final Signal Site Test

The Build Mobile Department has formal procedures for obtaining a CO and/or a Temporary CO.

When a project is nearly completed the GC may request “permission to stock” on behalf of the tenant. This permission allows the Tenant to use non-construction workers to bring in fixtures, computers, registers, shelving and stock. This permission is normally granted if the fire protection systems, i.e., fire sprinklers and fire alarms, are completely installed, inspected, tested and approved. The Building Official grants this permission after making sure these life safety systems are in place, tested and approved. As the GC/Superintendent, the construction site remains your responsibility until the CO is granted.

The Fire Code Administration Staff expects you to recognize that there are provisions in both the Building and Fire Codes that prohibits the occupying of a structure without these systems in place and fully operational.