



# Rockwall Fire Marshal Division



## CERTIFICATE OF OCCUPANCY PRE-INSPECTION WORKSHEET

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

- Walk through the business with this form, and answer all questions listed below.
- When the inspection is complete and all violations have been corrected contact the **Fire Marshal Division** to schedule your inspection.

1. Is your address visible on the outside of the building with contrasting background and numbers at least 12 inches in height? (6" numbers in "historic district")	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			10. If electrical panel or electrical equipment is located in a room, is the room labeled as "Electrical Room"?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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YES	NO	N/A																			
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2. Is your address or suite number visible on the rear of the building in at least 4 inch tall numbers?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			11. Is the fire lane clearly marked with red paint and fire lane wording legible?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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3. Is your gas meter labeled with your suite number or address?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			12. Are electrical/mechanical rooms free of combustible storage?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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4. Are all electrical breaker panels accessible and labeled?  (Disconnects at the meter need to be labeled as "Main Electrical Disconnect")	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			13. Do you have a fire extinguisher(s) in your business? The minimum required is a 2A10BC (refer to label on extinguisher) per 3,000 sqft.	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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5. Are empty slots in electrical panel filled with approved blanks?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			14. Have all extinguisher(s) been inspected, tagged or serviced within the last year. (New extinguishers may have receipt attached in lieu of tag.)	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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6. Is the cover on the electrical panel and face plates installed on all electrical outlets, switches and junction boxes?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			15. Are fire extinguisher(s) visible and readily accessible for use (not blocked by storage, etc.)?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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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?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			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?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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8. Does the electrical system appear to be in good working order?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			17. Is the maximum travel distance to the fire extinguisher 75' or less?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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9. Does the main entry door to the business have a thumb latch lock on the interior side of the door? (If key lock is used on interior it must have indicating window showing locked/ open with signage attached that reads: "This door to remain unlocked when building is occupied")	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>			18. Are required exit path(s) and door(s) unblocked?	<table border="1"> <tr><td>YES</td><td>NO</td><td>N/A</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td colspan="3"><i>If NO, date corrected</i></td></tr> </table>	YES	NO	N/A				<i>If NO, date corrected</i>		
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**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
	<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
	<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?	YES	NO	N/A
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
24. Does <b>interior</b> 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
	<i>If NO, date corrected</i>				<i>If NO, date corrected</i>		
25. Does <b>exterior</b> 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
	<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
	<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 Knox Boxes located on your building.\*\*\*\*\*

During your self-paced inspection of your business if you have any questions please contact us at (972) 771-7774.

Our staff will be glad to help you.