

All Plans Regardless of Type

1. Check plans for Fire Department review approval stamps. If changes were done during construction, the plans must be revised to show the changes. Check for new FD approval stamp for all revisions. Plans must match actual work done, if not, plans must be revised before inspection can be done.
2. Permit card must be on site at time of inspection.
3. All inspections should be scheduled 24 hrs. prior between 8am and 5pm.

Building Finals

1. Before the Final Inspection can proceed, all Fire Protection systems (Fire Alarms, Fire Hydrants, Hoods, Sprinklers, etc) must be installed completely and Acceptance tests perform and passed by the Fire Department. This should be noted on the reverse side of the Building Permit Card
2. Examine the plans for all required approval stamps and any required fire protection features.
3. Check Fire Dept. access to building and any Fire Protection features. Access roads must be a minimum of 20 ft. in width. Private hydrants & Fire Dept. Connections must have a 5 ft. working space. Determine if fire lanes will be required.
4. Check for appropriate number of fire extinguishers (1 for every 3000 sq. ft.) and the appropriate size (Minimum 2A10BC). The extinguisher must be mounted a minimum of 4 inches to a maximum of 48 inches above the finished floor in an accessible location. The sales receipt or a current State Inspection tag from a Licensed Fire Extinguisher Company must be attached to the extinguisher.
5. The building address must be visible from the street by the driver of an Emergency Response Vehicle, (ideally at the top right corner of the bldg). The letters and/or numbers must be of contrasting colors to the background. For further information consult City Ordinance 18.08.050. (Location to be determined by inspector if better location is found.)
6. Check all exit signs and emergency lights by powering down the electricity for the bldg at the main electrical panel. If the exit signs are of the irradiated type, check the expiration label on the device.
7. Check mechanical sheet for Air Handling Units over 2000 cfm's. All units over 2000 cfm must have a smoke detector installed on the return air side of the duct system. The detector must be connected to the building fire alarm if an alarm is provided. If the building is not required to have a fire alarm, an audio/visual pad to show power, normal and alarm function must be provided. Unit should be tested, either with alarm final or at building final if no alarm.
8. Assembly Occupancies or areas of Assembly inside other Occupancies must have exits that swing open in the direction of travel.

Alarm Finals

1. The Permit Card, “As-Built” drawings and a Texas State Licensed Technician from the installing Fire Protection Company must be on site before any acceptance testing can proceed.
2. Examine the plans to determine the scope of work. Insure that the plans correctly depict the work that was done.
3. Pull stations required by code shall be within 5 feet of an exit.
4. Test all devices shown on plans. (Horns, Strobes, Pull Stations, etc.)
5. All additional Fire Protection features should be tested:
 - a. Sprinkler system tamper switches: Test by closing the valve. Insure alarm receives trouble signal.
 - b. Sprinkler Monitoring: Test by opening the Inspectors Test valve. The Fire Alarm should be activated within 90 seconds.
 - c. Hood Extinguisher systems: Shall be connected to the Fire Alarm and will be tested by closing the contacts of the micro switch located in the Extinguisher Control Head.
 - d. Elevator Recall: if provided, shall be connected to Fire Alarm.
 - e. Duct Detectors: Test to insure AHU shuts down and alarm is activated.
6. If the Fire Alarm system is required by the code it must be monitored at the time of the acceptance test.
7. All Fire Alarm Control Panels (FACP) and any necessary Power Supplies must be protected by a smoke detector placed in close proximity.
8. Perform AC electrical failure test by shutting electricity down at the main panel and run test on batteries. (Also test remote supplies the same way)
9. Disconnect batteries. Insure that a “Trouble” indication is received by Fire Alarm panel.
10. Disconnect phone lines. Insure that a “Trouble” indication is received by Fire Alarm panel.
11. Check Audio/Visual Devices for correct Candela and Decibel settings as specified on plans.
12. Determine that the correct sound pressure levels are being met in all required areas.

Sprinkler Systems

1. The Permit Card, “As-Built” drawings and a Texas State Licensed Technician from the installing Fire Protection Company must be on site before any inspection can proceed.
2. Check plans for Fire Department review approval stamps. If changes were done during construction, the plans must be revised to show the changes. Check for new FD approval stamp for all revisions. Plans must match actual work done, if not, plans must be revised before inspection can be done.
3. All underground piping must be hydrostatically tested by the Contractor at 200 psi for 2 hrs.
4. Aboveground system piping:
 - a. On new systems: All must be hydrostatically tested at 200 psi for 2 hrs.. If working pressure exceeds 150 psi, hydro will be 50 psi in excess of working pressure for 2 hrs.
 - b. On existing systems: If unable to isolate new work, city pressure to be used for testing.
5. All underground pipe joints, restraining systems and thrust blocks must be exposed for visual inspection.
6. Have contractor flow some water from the system to show water and not air was used for testing.
7. Verify all sprinkler heads are in place and are located as per plans. Check that all escutcheons are in place, that none of the heads have been painted. Insure that the sprinkler heads are not obstructed by structural portions of the building.
8. All valves must labeled according to their function.
9. The Data Plate must be attached to the sprinkler riser.
10. FDC must be on front of bldg., unobstructed and visible from street. Signage may be required, as determined by inspector.

11. Backflow preventor must have concrete pad under it, supports for both valves, valves must be chained open and freeze protection must be in place prior to final of system.
12. If the system passes inspection, the Inspector will sign the State required test papers that are provided by the Fire Protection Contractor (as per NFPA) at time of test.

Kitchen Hoods and Paint Booths

1. The Permit Card, “As-built” drawings and a Texas State Licensed Technician from the installing Fire Protection Company must be on site before any inspection can proceed.
2. Check plans for Fire Department review approval stamps. If changes were done during construction, the plans must be revised to show the changes. Check for new FD approval stamp for all revisions. Plans must match actual work done, if not, plans must be revised before inspection can be done.
3. Insure appliances are in place as shown on plans.
4. The Manual Pull station must be between 10 and 20 feet from kitchen hood, in the path of an exit.
5. Perform blow off test by utilizing both the pull station and by cutting the fusible link located furthest from the Control Head.
6. Gas shut off should trip and shut gas off.
7. Electrical shunt should trip (if any).
8. Make up air should shut down.
9. System must have local audio alarm/bell or be tied into building fire alarm if one is provided.
10. Verify all heads have been installed, and are the correct ones.
11. Heads must have proper protective covers in place.

Hydrants

1. The Permit Card, “As-built” drawings and a Texas State Licensed Technician from the installing Fire Protection Company, (if the system is connected to a Fire Protection feature), must be on site before any inspection can proceed.
2. Private Fire Hydrants which stand alone and are NOT connected to a Sprinkler system or other Fire Protection feature may be installed by a Master Plumber. The

permit will be issued under a Building Case (BLD) Number as opposed to an FIR Number.

3. All piping must be hydrostatically tested at 200 psi for 2 hrs. to include the fire hydrant.
4. All joints, thrust blocks, bends etc., must be exposed at time of test.
5. The Isolation Valve must be located within 15 feet of the Fire Hydrant.
6. The Backflow Prevention device (RPDA) must be mounted to a concrete pad with supports for both valves. If a Double-Check Valve is used, the Contractor must have a Letter of Exception from the PSB allowing its use. The valves must be secured in the open position. Freeze protection must be in place prior to final acceptance of the system.
7. Flow water from the Fire Hydrant to verify hydro.
8. All Fire Hydrants must have an unobstructed 5 foot working space measured as a circumference.
9. If the system passes inspection, the Inspector will sign the State required test papers that are provided by the Fire Protection Contractor (as per NFPA) at time of the acceptance test.
10. Hydrant must be in service prior to the Building Final Inspection.