

Little Elm Fire Department Fire Marshal's Office



Inspection Procedures

GENERAL NOTES:

- All fees due in reference the permit being inspected must be paid in full prior to requesting an inspection.
- ONLY the PERMITTING COMPANY may request inspection and MUST be onsite for the inspection.
- No partial inspections will be performed.
- A Pre-Test Inspection Form must be filled out completely and signed. This form shall be faxed, emailed or delivered in person to the Fire Marshal's Office, and will act as your inspection request. Upon receipt, the Fire Marshal's Office will contact the permitting contractor to schedule the inspection.
- The system being inspection shall be complete and ready to inspect at the time scheduled. Any work being done at the time of inspection or failure of any part of the system is an automatic failure. A re-inspection fee will be assessed and the inspection will have to be rescheduled.
- All inspection must be scheduled with a minimum of 48 hour advanced noticed. Inspections are scheduled on a first-come, first-serve basis.

FIRE ALARM:

- TxFMO Licensed Tech shall be onsite for all inspections.
- A total of two personnel shall be provided by the alarm company, with working, two-way communication
- All trades tied to the alarm panel must have a representative available at the acceptance test, including but not limited, HVAC, elevator, sprinkler, hood suppression, access control, etc.
- Central Station Monitoring must be set up and active at the time of inspection.
- All trades and final clean are required to be completed in accordance with NFPA prior to scheduling Alarm test.

FIRE SPRINKLER:

- Beginning on January 1, 2009 a TxFMO License IMT shall be onsite for all inspections (except one-two family installations).
- All piping, hangers, connections, or other components shall be visible from the walking surface.

HOOD SUPPRESSION SYSTEM:

- All electrical, gas, and mechanical (vents) shall be operational in order to perform this inspection.
- IF tied to an alarm system, the hood system inspection shall be conducted at the same time as the alarm.

UNDERGROUND FIRE MAIN:

- For visual inspection, all bells and connections shall be visible as well as the pipe lettering (DR and Class No.) shall be facing up so it is readable from grade.
- Fire Department will inspect from the Tap to the riser stub-out inside of the building.
- Visual inspection may be conducted separate from the hydro.

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UNDERGROUND STORAGE TANKS

- Call the Fire Marshal's Office with tank delivery schedule
- Air pressure reading will be taken / soap test performed, prior to setting tank.
- Once tank is in the excavation pit, air pressure will be read, strapping and sump tubes will be inspected.
- Distribution lines will be tested as appropriate when installed.

FINAL INSPECTION:

- All Fire Department related permits must have successfully passed all required inspections and re-inspections, prior to scheduling final.
- All Fire Extinguishers, including newly purchased, must be inspected and display a current State Fire Marshal's Office Inspection Tag.
- A "key-safe" is required to be installed on all buildings. Location will be determined by the Fire Marshal's Office.
- Shell buildings shall have one Knox-Box of appropriate size for all tenants. Each Tenant is responsible to provide a key to the inspector at the time of fire final.
- Premise Address must be permanently affixed to the building, front and rear. Suite numbers shall be placed over the main entrance and rear doors. See '*Building Address and Identification Guide*' for address placement and size/stroke requirements.
- All utility (electric/gas/etc.) shall have the suite number affixed to the meter.
- All required Fire Department Signs shall be installed.
- Exiting systems shall be clear and unobstructed. Proper hardware shall be installed on all exit doors. Dead bolts, slide bolts, bars or other similar type of securing device are not allowed on secondary exits.
- Exit signs and emergency lights shall transfer to battery back-up and function properly when tested.
- Assembly occupancies must have a Maximum Occupancy Load Sign prominently displayed near the main entrance.
- The Fire Department will not release their approval for CO issuance until all Fire Department related items are completed and the Fire Final has passed without exception.