

Freeport Fire and EMS Department
OFFICE of the FIRE MARSHAL

CERTIFICATE OF OCCUPANCY

Common Fire Code Violations Checklist

This checklist is intended as a resource to assist building owners and general contractors in receiving a Certificate of Occupancy, commonly referred to as a CO, for their business. These premises are inspected to identify fire related hazards and conditions.

Listed below are the most commonly found fire code violations and should not be considered as all inclusive. The listed items must be in compliance prior to making an appointment for Fire Department personnel to inspect the facility.

Exterior Features

- All fire lanes striped per City of Freeport standards and access road are clear and unobstructed.
- Fire hydrants shall be completed and in working order.
- Accumulation of waste material.
- Fire Department Connection (FDC) unobstructed with Knox StorzGuard Cap in place, and within 50 ft. of a fire hydrant.
- Address on front and rear exits shall be legible from the street and fire lane.
- Address listing on electric and gas meters and/or disconnecting means.
- Knox Box located at the main entrance and/or riser room.

Exits

- Accessible means of egress.
- Exits unlocked.
- Exits are not blocked
- Exit lights operational
- Emergency lighting operational
- All exit doors located in the means of egress that are capable of locking or latching shall be operable from the inside without the use of a key, tool or any special knowledge or effort, or provided with approved panic hardware.

General

- Storage clearance: unsprinklered –24 inches to ceiling; sprinklered – 18 inches to sprinkler heads.
- Sprinkler heads clear of paint/debris.
- Ceiling panels in place.
- Clearance in front of electrical panel a minimum of 36 inches.
- Empty slots in electrical panels filled.
- Occupancy load posted.
- Fire rated assemblies constructed and penetrations sealed.
- Extension Cord / multi-adapter utilized per code.
- Abatement of electrical hazards.
- Mechanical/electrical/boiler rooms free from storage and combustibles.
- Flammables/combustible liquids stored in proper location and container.
- General housekeeping and precautions against fire.
- Slots in electrical panels must be filled by blanks and all electrical receptacles have cover plates
- Wall and ceiling finishes shall be in accordance with the 2015 International Fire Code, Table 803.3, for all corridors, rooms and enclosed spaces. Field tests on interior finishes may be required.
- Tenant separation wall/demising walls shall be a minimum of 1-hr fire rated construction.
- All fire rated assemblies and fire doors intact.

CERTIFICATE OF OCCUPANCY

Common Fire Code Violations Checklist

Fire Protection Equipment

- Portable fire extinguisher serviced within 1 year or manufactured in current calendar year
- Minimum 2A-20BC fire extinguishers per 3000 sq. ft. with a maximum travel distance of 75 ft. from any point within the building.
- Sprinkler system "Green Tagged", in-service and deemed operational.
- Alarm system "Green Tagged", in-service and deemed operational.
- Kitchen hood/ pray booth system "Green Tagged", in-service and deemed operational.
- Other fire protection systems "Green Tagged", in-service and deemed operational.
- All devices installed according to plans.
- Fire protection equipment room(s), riser room, labeled and access provided.
- Access control system/gates in-service, inspected and deemed operational.
- Arrangement of interior walls and/or drop ceiling may not interfere with the operation of the fire sprinkler system.
- Fire doors unblocked and operational.
- Provide spare sprinklers and wedges in cabinet
- Any type of special protection system required? (i.e. ventilation, smoke dampers, smoke control, kitchen hood, storage tank)

Additional criteria may be required by the Fire Marshal depending upon your specific building and operations.