



Fire Marshal's Office
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Fire Final Requirement Punch List

The Fire Marshal's Office of the City of Round Rock in order to maintain fire code compliance, conducts plan reviews, visuals, inspections, and fire finals for all commercial businesses in the City of Round Rock, and in **Williamson County areas covered by the ESD-9**. Both areas have adopted the **2015 IFC** (International Fire Code). For additional information please go to the City of Round Rock Fire Prevention web-site for common requirements and to find the **Chapter 16** link for amendments to the code.

It is unlikely that everything on this list will apply to your project. It should also be understood that there is simply no way to develop a list of this type that is comprehensive enough to cover every type project and/or situation. Our goal is simply to offer some guidance. If you have any questions, please do not hesitate to contact the **Fire Marshal's Office at 512-218-6628**.

Scheduling of Inspections or Fire Finals will be scheduled **48 to 72 hours** from the initial request.

Requests for Fire Final Inspections are only accepted by the **General Contractors**.

Requests for all other acceptance tests will only be accepted by the **Specialty Subcontractors**.

Reinspection Fees: Scheduled inspections are separate events. After the **2nd** re-inspection with both failing, the reinspection fee is **\$50**.

Example- A Fire Final has been requested to occur in conjunction with an alarm acceptance test for that space. The alarm system test is failed. Since the Fire Final cannot be approved without approval of the alarm system test, both the alarm test and the Fire Final will fail.

Assessed Reinspection Fees must be paid prior to rescheduling.

Contact the Fire Department for cancellation of inspections, failure to do so will be considered a failed inspection. (512-218-6628). **If no answer, leave a detailed message for a call back.**

General

Construction must be complete.

The Fire Final is the last inspection prior to the project Building Final. The expectation is that Spaces must be be tenant ready, or at least in the final cleaning stage, upon arrival of the Inspector.

- o **Approved/Stamped** set of plans, along with the comment sheet, must be on site.
- o **Other required inspections (Mechanical, Electrical, Plumbing, Sprinkler, and Alarm)** have been approved and passed.
- o **All Ceiling Tiles** have been installed and hard lid areas completed.
- o **Electricity & Gas:** must be on.
- o **Electrical Outlets/ Switch Covers** have been installed (**No Open Wiring**)

Occupancy Load Signage shall be posted in all assembly areas for Fire Final

- o **Required Emergency Egress Lighting** is installed and has been tested on battery back-up. It is imperative that a person familiar with the lighting circuit in the suite building be available. It will be tested. This is inclusive of buildings with back-up generator power.

- o **Required Emergency Exit Signage** is installed and has been tested on battery back-up. Refer to information related to testing of emergency egress lighting

- o **Required Fire Extinguishers** must be installed according to code (2015 IFC), if needed, and be inspected and currently tagged. Extinguisher Type 3A40/BC mounted on a wall or post that is visible to personnel and public, with the handle four feet from the floor. Follow the 75 ft. rule straight and/or diagonal as per code to determine how many extinguishers that are needed.

- o **Building/Suite Numbers** All exterior doors leading to the suite must be numbered or lettered with contrasting letters.

- o **HV AC Duct Detectors** have been pre-tested for annunciation and unit shut down. If the space where the duct detectors are located is serviced by an alarm system, the detectors must be tied to that panel. This will involve plans submittal and review. Duct smoke detectors in spaces not served by an alarm system, but that are installed, are required to have remote annunciator devices installed at an accessible level.

- **Location of HVAC Units** installed above ceiling must be labeled on grid
- o **Fire Lanes** have been striped to code. (2015 IFC)
- o **Private Fire Hydrants**, if present, must be certified and documented. They must be tested and maintained by the owner annually. The test/maintenance results shall be sent to the Fire Marshal's Office. Check with the water department to find out if your hydrants are public or private.
- o **Knox Box**, if required, has been installed w/ current set of required keys. See the city code. The installation height shall be 6ft. from the ground.
- o **Building Elevators**, if within scope of work, shall have been tested for recall, and emergency operations by the Fire Marshal's Office.

Sprinkler and Standpipe Systems

o **Newly Installed or Modified Sprinkler and/or Standpipe Systems** must have all visual inspections **(before covering up piping, hangers, or heads)**. This shall be completed and approved by the Fire Marshal's Office prior to requesting Fire Final.

Requests for Sprinkler Inspections will only be accepted only from the **Sprinkler Contractors**.

Projects Requiring Plans Submittal request for these inspections will not be accepted until it is verified that the required plans have gone through the review process.

Sprinkler System Visuals will not be completed without the reviewed and stamped set of plans on the jobsite. **Projects** that **fall under the 20 heads or less** guidelines should have the necessary letter and sketch on the jobsite. Partial Visual Fees **\$25**.

Uncovered Sprinkler Piping & Sprinkler Heads: Until such inspections are completed, the ceiling areas where the work is being done is to remain open. Ladders on the jobsites will not be utilized to conduct sprinkler visual inspections.

Exception- the **ONLY exception** to having all required sprinkler visuals approved prior to requesting a fire final, is in those rare instances where a small portion of an initial visual inspection was failed, and the inspector clearly notes in the report that the reinspection for areas of deficiency may occur during the Fire Final.

o **Required Underground Hydrostatic Tests** in the city limits of Round Rock, are conducted by the Water Department. In county areas covered by **ESD-9**, this will be witnessed by a fire inspector.

o **Sprinkler/ Standpipe** flow tests have been completed and witnessed by the Fire Marshal's Office before the Fire Final.

o **Locking Knox Caps** have been installed, or are on-site to be installed, on all Fire Department Connection.

o **Sprinkler Riser Rooms** must be properly labeled.

o **Fire Department Connections** must be properly labeled.

Inspection/Current Tags Riser/Sprinkler System must be inspected and currently tagged for the Fire Final. The Sprinkler System must be clear of **Yellow or Red Tag Violations** to pass Fire Final.

Alarm Systems

Newly Installed or Modified Fire Alarm Systems have either been acceptance tested by the Fire Marshal's Office, or are scheduled to be acceptance tested/re-inspected during the Fire Final Inspection.

Request for Alarm Inspections will only be accepted from the **Alarm Contractors**.

Request for Inspections will not be accepted until it is verified that required plans have been through the review process.

Stamped Set of Plans The alarm system testing will not be completed without a reviewed and stamped set of plans being on the jobsite.

Fire Alarm Control Room must be properly labeled at the Fire Final.

Inspection/Current Tags: Alarm Panel must be inspected and currently tagged for the Fire Final. The Alarm System must be clear of **Yellow or Red Tag Violations** to pass Fire Final.

Kitchen Hood Extinguishing System

o **Newly Installed Kitchen Hood Extinguishing Systems:** have either been acceptance tested by the Fire Marshal's Office, or are scheduled to be acceptance tested or re-inspected during the Fire Final Inspection. **Requests for hood inspections** only accepted by **Hood Contractors**.

o **Inspected & Tagged:** Existing kitchen hood extinguishing systems must be currently inspected and properly tagged without deficiencies. The Hood System must be clear of **Yellow or Red Tag Violations** to pass Fire Final.

o **Alarm Monitoring:** Kitchen hood extinguishing systems, in spaces served by a fire alarm system, and must be tied into that system, except the sprinkler monitoring system.

CONTACT THE FIRE DEPT: for any submittals, scheduling of inspections or Fire Finals. This applies to all **Williamson County areas covered by ESD-9**

(512-218-6628)

If No Answer, leave a detailed message for a scheduling call back!