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ROUND ROCK FIRE DEPARTMENT

FIRE MARSHAL'S OFFICE

FIRE FINAL INSPECTION GUIDELINES

This document is intended as a guide and was developed to assist permit applicants in preparing for a successful Fire Final Inspection. This document is only to serve as a guide and all decisions made by the Fire Inspector conducting the inspection are final. The City of Round Rock Fire Marshal's Office conducts plan reviews, visuals, inspections, and fire finals for all commercial businesses in the City of Round Rock to maintain compliance with the 2024 International Fire Code. For additional information, and code amendments please click [HERE](#).

This guide will include information related to various life safety systems and some sections may not apply to your project.

The approved/stamped set of plans should be always on location.

Before Scheduling Your Inspection:

- This will be your last inspection prior to your Building Final Inspection and the expectation is that the area to be inspected will be tenant ready. Please ensure all other acceptance tests and inspections have passed.
 - Hydro/Visual Inspection
 - Fire Alarm Acceptance
 - Commercial Vent Hood Acceptance
 - HVAC Duct Detectors
- All construction and “make ready” cleaning of the building should be completed prior to inspection appointment.
- Ensure all prior permitting/reinspection fees have been paid.

Scheduling Inspections: All appointments are scheduled 48 to 72 hours from the date of appointment request and may only be scheduled by the General Contractor. Visit the City of Round Rock Permit Portal to schedule your Fire Final Inspection.

EMERGENCY RESPONDER RADIO COVERAGE: Adequate emergency responder radio coverage shall be required for all new buildings. A pre-enhancement radio survey shall be required at the 80% construction phase for certain building types based on the size of the building. Pre-enhancement radio survey requirements include the following building types: Greater than 5 Stories, Below Grade Plane, Wood Frame construction greater than 50,000 square feet, and Concrete or Metal Framed Construction greater than 25,000 square feet. Round Rock Code of Ordinances Chapter 16 Sec. 510.1

BUILDING SIGNAGE:

- Occupancy Load Signage shall be posted in all assembly areas.
- Fire Department Connections must be properly labeled.
- Sprinkler Riser Rooms must be properly labeled.

On Date of Inspection:

- Construction should be completed prior to inspection and the area to be inspected should be tenant ready.
- All Ceiling Tiles have been installed and hard lid areas completed.
- Electricity & Gas must be on.
- Electrical Outlets/Switch Covers have been installed (No Open Wiring).
- 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. Testing will be performed on the day of inspection. This does include buildings with back-up generator power.
- Required Emergency Exit Signage is installed and has been tested on battery back-up.
- Fire Extinguishers must be installed according to code (2024 IFC) and have current inspection tags. 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.
- Building/Suite Numbers All exterior doors leading to the suite must be numbered or lettered with contrasting letters.
- HVAC 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.
- Fire Lanes have been painted to code. (2024 IFC)
- Private Fire Hydrants, if present, must be painted silver and 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.
- 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.
- Building elevator Texas Dept. of Licensing Registration should be displayed either in cars or in machine room. Inspection certificate should be displayed.
- Locking Knox Caps have been installed, or are on-site to be installed, on all Fire Department Connection.
- 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.

Please feel free to contact the City of Round Rock Fire Marshal's Office with any questions you may have at 512-218-6628 or firemarshalsoffice@roundrocktexas.gov.