



PLAINFIELD **FIRE** TERRITORY

591 Moon Road, Plainfield, IN 46168
Office: 317-754-5183



PLAINFIELD **BUILDING** DEPARTMENT

206 W. Main St., Plainfield, IN 46168
Office: 317-754-5376

COMMERCIAL – OCCUPANCY PRE-INSPECTION CHECKLIST

Occupancy Inspection

At the certificate of occupancy inspection, the project must be **complete**, meaning the construction of the project is finished, along with all life safety components of the building (emergency; exits, lighting, egress, etc.) and the fire protection systems (suppression, detection, alarm, etc.) must be tested, certified and fully operational prior to an occupancy inspection. (minimum - one week in advance of the C/O inspection)

Exterior Inspection

- ___ a. Address shall be visible and legible from the street for which the building is addressed.
 - Address numbers need to be a minimum twelve inch (12”) in size and address street name letters need to be a minimum six inch (6”) in size.
 - Address shall be displayed horizontally and read left to right.
 - **ASSIGNED SUITE** (use “STE” or “SUITE” along with the assigned number when identifying a Suite).
 - Doors accessing the fire pump room, fire hose valves, electrical, mechanical and roof/attic access should be labeled on the inside and outside of each door with a four inch (4”) directional letters contrasting in color to the door’s paint.
 - Doors blocked on the interior for any reason shall read “DOOR BLOCKED” on the exterior.
 - All addresses and door signage should be in contrast to their background. (if installed on glass, use white letters)
- ___ b. Compliant handrails and guardrails need to be installed on door landings, ramps and stairs.
- ___ c. A “Knox Box” key box should be installed with an addressed key, per tenant at the pump room and main entrance.
- ___ d. Electric gates must be equipped with a Knox gate switch control and manual gates must be equipped with a Knox pad lock.
- ___ e. The Fire Department Connection (FDC): shall be primed with galvanized primer and painted safety red except for the 5” storz connection and cap, must also be identified by displaying the building’s street address in white permanent four inch (4”) numbers vertically on the FDC’s approach side(s). FDCs installed in the downtown must be provided with a “Knox” locking cap.
- ___ f. Private hydrants shall be painted chrome yellow and accessible and free of obstructions with a minimum three foot (3’) clearance measured from all four (4) sides of the hydrant.
- ___ g. Dumpsters cannot be stored in building or within 5’ of combustible walls or roof eaves.
- ___ h. A minimum asphalt binder or concrete parking surface with parking spaces stripped shall be installed, prior to requesting an occupancy inspection.

- ___i. Gas piping shall be painted chrome yellow from the gas meter, but not the meter to the point where the gas piping enters the building.
- ___j. Keyed door hardware including a door handle is required at the exterior stairway access doors. If fire standpipes exist within the stairway, "Stand Pipe" shall be labeled on outside of each stairway access door in four inch (4") letters contrasting in color to the door's paint.

Interior Inspection and Means of Egress

- ___a. Egress doors shall be readily operable from the egress side without the use of a key or special knowledge or effort.
- ___b. Doors and Gates; handles, pulls, latches, locks and other operating devices shall have a shape that is easy to grasp with one hand and does not require tight grasping, pinching, or twisting of the wrist to operate.
- ___c. Labeling on doors with key turn lock shall be labeled on the door facing the inside in letters a minimum of one inch (1") in height to read "**THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED.**" Letters shall be white when placed on glass.
- ___d. Each floor level shall be identified in the stairway by the door.
- ___e. Exit lights and emergency lights in proper locations and operating in normal and power loss settings.
- ___f. Emergency exterior egress illumination (aka remote head) in place and operable as required.
- ___g. Required fire assemblies installed as required. Egress compliant door hardware installed.
- ___h. All ceiling tiles must be in place to provide proper detection for sprinkler heads and/or detection devices.
- ___i. Penetrations through walls and ceiling tiles properly sealed - must be fire caulked within rated assemblies.
- ___j. Fire walls and vertical fire barriers shall be effectively and permanently identified with signs or stenciling.
- ___k. Draft stop doors in attics shall be painted chrome yellow on both sides.
- ___l. Obstructions shall not be placed within thirty-six inches (36") of any means of egress.
- ___m. Combustible material shall not be stored in mechanical rooms, boiler rooms or electrical rooms.

Fire Protection Equipment

All fire protection systems will need to be reported through the electronic reporting system using the contractor's portal: www.mobile-eyes.com

- ___a. Fire protection equipment must not be obstructed, impact protection must be in place. Fire protection systems must be tested and tagged and in service with extra sprinkler heads and wrench for each style sprinkler head installed with the wrench and head boxes placed in the fire pump room or when applicable at each riser location.
- ___b. Fire alarm system installed, tested and operating prior to the occupancy inspection>horns and/or strobes installed with proper decibel levels>zone maps located at alarm and annunciator panel(s).

- ___c. Fire riser pipes labeled with a minimum four inch (4") white number matching the zone map with the proper impact protection and a zone map placed at each riser location.
- ___d. Fire hose valves shall be installed at all required exit man doors at a height of four feet (4') from the floor to the center of the valve with a 2.5 to 1.5 inch reducer and cap.
- ___e. Portable fire extinguishers in place with current inspection tag and no obstructions within thirty-six inches (36").
- ___f. Storage must be minimum of eighteen inch (18") clearance must be maintained around sprinkler heads with the escutcheon plates properly installed and a minimum of two (2') feet below the ceiling in non-sprinkled buildings.
- ___g. Hood extinguishing system shall have a manually activated pull station installed minimum 10' and max 20' from the kitchen exhaust system located in the path of emergency egress.(when applicable)

Mechanical, Electrical, Plumbing, H/C

- ___a. Gas meter, electric meter, and piping needs to be protected from damage and permanently labeled with the assigned address and suite numbers (when applicable).
- ___b. Electrical service equipment access shall maintain a working space of thirty-six inches (36") in all directions and impact protection installed to protect equipment.
- ___c. Electrical panel(s) shall be properly identified with a micarta label and indexed with a typed directory schedule. Blanks shall be installed and the electrical cover in place.
- ___d. Electrical equipment shall be labeled with a micarta label identifying the panel, its feed source and voltage.
- ___e. Junction boxes need to be covered, broken cover plates replaced, temporary wiring removed and existing wiring not in use must be terminated in a box or removed.
- ___f. Insulate exposed water and drainpipes under handicap accessible lavatories to protect against physical contact.
- ___g. Grab bars, controls, dispensers and receptacles provided at accessible toilets, bathtubs and showers.