



## Building Final Pre- Inspection Checklist

This **Pre-Inspection Checklist** is provided to assist you in verifying readiness for the field inspection and acceptance tests. ***This must be completed and filled out before final inspection is scheduled.***

### BASIC INFORMATION

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	1. The installation of the sprinkler system has been tested and approved in accordance with NFPA 13 (2010 Edition). This shall include all required paperwork that is to be filled out by the installer.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2. The installation of the fire pump has been tested and approved in accordance with NFPA 20 (1999 Edition) Chapter 11. This shall include all required paperwork that is to be filled out by the installer.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3. The installation of the fire alarm system has been tested and approved in accordance with NFPA 72 (2010 Edition) 10.18.1. This shall include all required paperwork that is to be filled out by the installer.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	4. The installation of the commercial kitchen hood exhaust and suppression system has been tested. This shall include all required paperwork that is to be filled out by the installer.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5. A copy of <b>all</b> Fire & Life Safety system Inspection/Service Reports <b>must</b> accompany this form. (i.e. Annual sprinkler, fire alarm and semi-annual kitchen hood system reports) <b>All applicable existing systems included.</b>

### MEANS OF EGRESS

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6. All exit signs have been installed and tested by shutting off the circuit to the device in the electrical panel. IFC 1013.6.3.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	7. All emergency egress lighting has been installed and tested by shutting off the circuit to the device in the electrical panel. IFC 1008.3.5.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	8. All egress doors and gates, (including hardware), function properly and are easily operable in accordance with IFC Section 1010.1.3.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	9. Delayed egress systems have been tested and meet all of the 8 criteria set forth in IBC 1010.1.9.7
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10. All egress door hardware installed and tested. Hardware and door function properly.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	11. The occupant load for each room or space that is considered an Assembly occupancy is permanently displayed by the main exit or exit access door for the room per IFC 1004.3.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	12. Handrails installed in required egress stairs in accordance with IFC Section 1014.

### GENERAL ITEMS



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<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	13. Fire extinguishers are permanently mounted in accordance with IFC 906.7.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	14. Fire extinguishers are affixed with a permanent tag in accordance with NFPA 10
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15. Address and suite numbers are permanently attached to the building. Size and location has been approved by the fire department.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	16. The Knox Box has been permanently installed in the location previously approved by the fire department and all keys and items available to be installed in the box at the time of inspection. IFC 506
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	17. Approved plans and plan review comments must be available on site for inspection.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	18. Rooms containing sprinkler risers equipment or any other permanent control equipment to be used by the fire department shall have permanent signs installed so they are readily visible per IFC 509.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	19. Where underground pipes or hydrants were installed, a certification letter must be provided showing NFPA 13 and 24 requirements were met. A hydrant inspection was conducted and hydrant flows, static and residual pressures will be provided during final inspection.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20. Rooms where hazardous materials are stored, dispensed, used or handled shall be labeled with a permanent <b>NFPA 704</b> placard in accordance with IFC 5003.5
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	21. Rooms that contain electrical control equipment and/or panel shall permanently marked with a sign stating " <b>ELECTRICAL ROOM</b> " per IFC 605.
<b>PENETRATIONS (Rated Walls)</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	22. Fire Resistive Wall "Through-Penetrations" installed according to ASTM E 814 or UL 1479, <b>and</b> in accordance with UL Listing(s)? (IBC 714)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	23. Fire Resistive Wall "Membrane-Penetrations" installed in accordance with IBC 712.3.1?
<b>HVAC Duct and Air Transfer Openings (Walls)</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	24. Fire Dampers "installed" and "pre-tested" in <b>Fire Resistive Walls</b> in accordance with UL 555 and in accordance with IBC Table 717? (if yes, answer next question below)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25. Are they readily "accessible" for testing by fire inspectors with approved "access panels"?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	26. Are the dampers "labeled" in accordance with IBC 717?
<b>HVAC Duct and Air Transfer Openings (Ceilings and Floors)</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	27. <b>Ceiling Radiation" Fire Dampers</b> "installed" and "pre-tested" in accordance with UL 555c, IBC 717, and in accordance with IBC Table 717? (if yes, answer questions 32 & 33 below)



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<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	28. Are they readily “accessible” for testing by fire inspectors?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29. Are the dampers “labeled” in accordance with IBC 716.4?
<b>OWNER CONTACT INFORMATION</b>	
<b>NAME-</b>	<b>POSITION-</b>
<b>CONTACT NUMBER-</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	30. This project was built per approved plans and are in compliance with all applicable codes.
If question 30 is no, explain items that have been changed.	
Provide static, residual and flow for all hydrants installed. <input type="checkbox"/> N/A	Static _____ Residual _____ Flow _____ Static _____ Residual _____ Flow _____ Static _____ Residual _____ Flow _____

**DISCLAIMER:** This list is not all-encompassing due to the extensive list of adopted codes. The inspector shall document ALL fire and Life Safety violations and require corrections when any are discovered during an inspection.

**Owner or General Contractor**

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(Project Name & Address)

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(Printed Name)

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(Signature)

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(Date)

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(Company Name)

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(Email and Phone Contact)