

**Requirements to Request Final Inspection for Certificate of Occupancy**

- Ensure everything is built as drawn! Consult approved plans.
- Verify building address is marked with 6" minimum letters/numbers required.
- Verify proper location of Knox Box(s) shall be installed approximately sixty inches above finish grade.
- Access to keys to all doors and pad locks. Each shall be placed inside Knox Box at final inspection.
- Verify the placement of fire extinguishers verify correct type (Example: 5# ABC 10 BC)
  
- Proper location. Fire extinguishers shall be installed a maximum travel distance of every seventy-five feet.
- All fire extinguishers shall be installed a maximum of five feet to the top of the fire extinguisher above finish floor or grade and shall be unobstructed from access or view. Provide signage as required.
- Verify building door signage.
  
- Provide the letters "FACP" and "RISER ROOM" on doors with access to the fire alarm panel and fire riser. All the following are allowable: self-adhesive letters, stencil, or a sign with minimum three-inch high letters in contrast to the door colors.
  
- Provide on the suite front doors the "SUITE NUMBER OR LETTER". This can be accomplished with self-adhesive characters, stencil, or a sign with minimum six-inch high characters in contrast to the door colors.
  
- Provide on the suite back or side doors the "SUITE NUMBER OR LETTER" and "BUILDING ADDRESS NUMBERS". This can be accomplished with self-adhesive characters, stencil, or a sign with minimum six-inch high characters in contrast to the door colors
- Verify fire lanes are appropriately marked
  
- Where designated, fire lanes shall not be less than twenty (20) feet wide at any point, and curves and comers shall be wide enough to permit the passage or operation of all fire equipment owned by the city.
  
- The surface of the fire lanes shall be an all-weather surface and shall be of sufficient strength to support all firefighting apparatus used by the fire department.
  
- All fire lanes and access roads must be maintained by the property owner, which includes painting pavement and placing permanent (NO PARKING FIRE LANE) signs.
  
- Outlining or painting the fire lane on the roadway surfaces shall be white letters that read "FIRE LANE" at fifty (50) foot intervals or as otherwise directed.
  
- Fire lanes shall be marked with permanent "NO PARKING FIRE LANE" signs. Signs shall be placed along the fire lane at intervals not to exceed one hundred (100) feet.
  
- Signs shall measure twelve (12) by eighteen (18) inches; have red letters on a white reflective background and mounted at a min. height of 4 ft. and a maximum height of 7 ft.