

Fire Marshal's Office

Fire Protection Systems Inspection Procedures

To schedule a fire inspection, please visit www.mygovernmentonline.org. Please allow at least 3 to 5 business days in advance for the fire inspection.

The following information **must** be provided:

1. Type of Inspection

Hydrostatic test, sprinkler insulation, fire alarm, wet or dry chemical system, occupancy, etc.

2. Permit Numbers

FPS, OCC, etc. Be sure to include letters and numbers.

3. Job Name and Address

Include room/suite or floor number if applicable.

4. General Contractor Must Schedule on-line

To schedule a fire inspection, please visit www.mygovernmentonline.org.

General Contractors **MUST** schedule all Final Fire Protection Systems Inspections after obtaining all Building Final Inspections

It is strongly recommended that inspections be requested at least **four or five days** in advance.

Note:

Fees - Inspections cannot be scheduled if there are **any** outstanding fees. Fees must be paid prior to requesting an inspection.

Cancellations - To cancel an inspection, you must call the main office number **(240) 314-8240 no later than 8:00 AM** on the day of the inspection. Advise the person answering the phone that you wish to cancel the inspection. **Do not** leave a voicemail message for a fire inspector. Calls received after 8:00 AM will be treated the same as a failed inspection, and a re-inspection fee may be assessed.

If you need to speak to a fire inspector, call (240) 314-8263 or (240) 314-8254 between 7:00AM and 8:00 AM. **Note:** This number is **not to be used** to schedule inspections.

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Fire Code occupancy requirements-Minimum

1. In service Fire Alarm
2. In service Sprinkler System
3. In service Emergency Power
4. In service Exit Ways
5. In service Stair Pressurization (If required)
6. Phase I/ Phase II Elevator Recall (If required)
7. One (1) fully finished floor as buffer (if multiple floors)
8. Smoke control systems
9. BDA systems tested and accepted
10. Functional Test – All fire/smoke dampers
11. Posting of occupant load in every room or space of assembly occupancies
12. All construction **MUST** be completed, to include painting for Final Inspections

Certificate / Documents needed:

1. Underground fire service main test
2. Above ground sprinkler test certificate
3. Certificate of completion per fire alarm/ sprinkler installation
4. Central Station Certificate per protected property (UL)
5. All flame spread and smoke-developed ratings verified via specs or approved submittals
6. MSDS (Material Safety Data Sheets)
7. Smoke control and stair pressurization commissioning documentation
8. Generator commissioning documentation
9. Special Inspections certification for Fire-resistant penetrations and joints in high-rise or risk category III or IV buildings

General requirements of the Fire Marshal's Office:

1. All weather roadways
2. Water supply (hydrants or other approved water supply)
3. Trash removal
4. All utility services
5. Parking in the building is to be approved in advance
6. Introduction of furnishings and combustibles to be approved in advance