Apply for a Certificate of Occupancy (CO) Using the Citizen Self Service (CSS) Portal

Planning & Zoning Approval

Fire Protection Features Required?

YES
Submit for necessary permits
Fire Sprinkler
Fire Suppression
Fire Alarm, etc...

Fire Marshal permit review process.

Permits must be issued PRIOR to performing ANY work on the fire protection systems.

Request a Fire Inspection at each appropriate time of the project.

Once all permit work has been completed and approved, then the CO Inspection is next.

NO

Go online and request a Fire Inspection Date through the Citizen Self Service (CSS) Portal.

A Fire Inspector will contact you to schedule a Fire Inspection. SEE NOTE BELOW

CO Inspection performed; any violations?

YES
Correct ALL Violations then go online and request a Fire Inspection date through the Citizen Self Service (CSS) Portal.

A Fire Inspector will sign off on the Fire Department portion of the Certificate of Occupancy application.

NO

A Fire Inspector will sign off on the Fire Department portion of the Certificate of Occupancy application.

Notes:
1. The Mesquite Fire Department will contact you to schedule the Fire inspection once the Certificate of Occupancy application has been released to the Fire Marshal’s office. A minimum of 2 business days is required to schedule an appointment.
2. The location must remain empty of any debris, stock, or fixtures, except for what is necessary to complete repairs needed to correct any violations.
3. Before “Stocking” and/or “Temporary” certificates of occupancy can be considered, ALL fire protection systems shall be in place and approved.
4. The performance of this inspection does not guarantee that all existing fire code violations have been identified and does not abate the responsibility of management or owners to correct other violations discovered or known to them or which may be found during future inspections.
Mesquite Fire Department

REQUIREMENTS FOR
CERTIFICATE OF OCCUPANCY

A fire inspection is required to receive a certificate of occupancy. This applies to new businesses, business name changes and owner changes. An appointment for an inspection must be made by utilizing the Citizen’s Self Service (CSS) Portal. All Fire Department requirements must be completed prior to occupancy of a new business.

1. Fire extinguishers shall be mounted with the top of the valve no higher than five (5) feet. It shall be installed in an accessible and visible location usually at an approved emergency EXIT.

2. Fire lanes, if required, must be properly maintained and painted with red traffic paint six inches in width. The words “NO PARKING FIRE LANE” or “FIRE LANE NO PARKING” shall appear in four-inch white letters at 25-foot intervals.

3. All fire suppression, sprinkler, and alarm systems must pass acceptance test(s) prior to a Fire certificate of occupancy being approved. Existing fire protection systems must be tagged acceptable and up-to-date on annual or semi-annual inspections.

4. Extension cords and multi-plug adapters are prohibited by the Fire Code, except temporary uses of portable appliances for temporary use. UL listed power taps are acceptable. The power taps shall be equipped with surge/over-current protection.

5. Trash containers of 40 gallons or more capacity must be metal or stamped noncombustible by UL or FM.

6. The address numbers for the building shall be posted 6” or larger for the main address. The address numbers shall be visible from the street and rear access/alleyway. Suite identification shall be 4” or larger on the front and all back doors. See Ordinance 4802 Section 505.1 - Address Identification for more details.

Failure to contact the Fire Inspector within thirty (30) days from the date of the Certificate of Occupancy application may cause the revocation of the application and/or the disconnection of utilities.

2018 INTERNATIONAL FIRE CODE® – ORDINANCE 4802
MOST COMMONLY FOUND FIRE CODE VIOLATIONS:

<table>
<thead>
<tr>
<th>Violation</th>
<th>Section 315</th>
<th>Section 503</th>
<th>Section 505</th>
<th>Section 507</th>
<th>Section 509</th>
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</thead>
<tbody>
<tr>
<td>Improper Storage (stairs, closets)</td>
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<tr>
<td>Fire Lanes Need Painting</td>
<td>Section 503</td>
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<tr>
<td>Improper or No Address Posted</td>
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<td>Exit Lights Not Operating</td>
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<td>Electrical Covers Missing</td>
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<td>Improper Multi-Plug Adapters</td>
<td>Section 604</td>
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<tr>
<td>Improper Use of Elec. Ext. Cords</td>
<td>Section 604</td>
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<td>Improper Wiring</td>
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<td>Unsuitable Openings (ceiling, wall)</td>
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<tr>
<td>Fire Sprinkler Needs Service</td>
<td>Section 901</td>
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IF YOU HAVE ANY QUESTIONS CONCERNING THE FIRE DEPARTMENT’S REQUIREMENTS, PLEASE CONTACT THE FIRE MARSHAL’S OFFICE AT 972-216-6267.

To schedule a Fire Certificate of Occupancy Inspection
Log onto the Citizen’s Self Service (CSS) Portal and Request a Fire Inspection.
The location will need to be accessible from 8:30am - 4:00pm.

See other side for Mesquite Fire Department Certificate of Occupancy Process flowchart.