



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:

Improper Storage (stairs, closets)	Section 315	Sprinkler Valves Obstructed	Section 903
Fire Lanes Need Painting	Section 503	Fire Suppression Needs Service	Section 904
Improper or No Address Posted	Section 505	Fire Extinguishers Need Service	Section 906
Exit Lights Not Operating	Section 1031	Fire Alarm System Needs Service	Section 907
Electrical Covers Missing	Section 604		and Ord. 4802 & 4500
Improper Multi-Plug Adapters	Section 604	Aisles Obstructed	Section 1031
Improper Use of Elec. Ext. Cords	Section 604	Exits Locked/Exits Obstructed	Section 1010
Improper Wiring	Section 604	High-Pile Storage	Section 3201
Unsuitable Openings (ceiling, wall)	Section 703	Compressed Gas Not Secured	Section 5301
Fire Sprinkler Needs Service	Section 901	Improper Flammable Storage	Section 3404

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.