



TOWN OF WAXHAW

OFFICE OF THE FIRE MARSHAL



CERTIFICATE OF OCCUPANCY CHECKLIST

SITE WORK	
<input type="checkbox"/>	Address Numbers (min. 4 inches high and 0.5-inch stroke width, be contrasting in color with background)
<input type="checkbox"/>	Knox Box (approved location with current access keys)
<input type="checkbox"/>	Fire Department Connection Signage (metal with raised letters at least 1 inch in size)
<input type="checkbox"/>	Fire hydrant test reports
<input type="checkbox"/>	Fire Lanes (if required)
<input type="checkbox"/>	
FIRE ALARM	
<input type="checkbox"/>	NFPA 72 certificate
<input type="checkbox"/>	Fire alarm pull stations are located within 42-48 inches from the finished floor level to the handle
<input type="checkbox"/>	Certification of UL Central Station for monitoring of the fire alarm system
<input type="checkbox"/>	Alarm panel addressing map located in the Fire Alarm control panel room
<input type="checkbox"/>	Horn/Strobes are located between 80 inches and 96 inches from the finished floor to the bottom of the lens
<input type="checkbox"/>	
SPRINKLER SYSTEM	
<input type="checkbox"/>	Certification needed on underground hydrostatic test and flushing
<input type="checkbox"/>	Certification of UL Central Station monitoring of the fire sprinkler system
<input type="checkbox"/>	Check tamper switches on back flow preventers
<input type="checkbox"/>	Check flow switch to alarm system
<input type="checkbox"/>	Hydrostatic test
<input type="checkbox"/>	
STANDPIPE	
<input type="checkbox"/>	Hydrostatic test
<input type="checkbox"/>	Flow Test
<input type="checkbox"/>	Letter of Certification
<input type="checkbox"/>	
FIRE PUMP	
<input type="checkbox"/>	Flow Test
<input type="checkbox"/>	Letter of Certification
<input type="checkbox"/>	
FIRE EXTINGUISHERS	
<input type="checkbox"/>	Verify locations
<input type="checkbox"/>	Tags are on the extinguishers
<input type="checkbox"/>	Extinguisher signs (if required)
<input type="checkbox"/>	
SPECIALIZED DETECTION AND SUPPRESSION SYSTEMS	
<input type="checkbox"/>	Letter of certification
<input type="checkbox"/>	
EXIT & EMERGENCY LIGHTING	
<input type="checkbox"/>	Test batteries in exit lights
<input type="checkbox"/>	Test emergency lighting units
<input type="checkbox"/>	Test emergency generators
<input type="checkbox"/>	Letter of certification
<input type="checkbox"/>	
TANKS	
<input type="checkbox"/>	Permit prior to installation
<input type="checkbox"/>	Test tank
<input type="checkbox"/>	Test lines
<input type="checkbox"/>	Proper signage (no smoking, 704M, contents of tank)