



## Temporary Occupancy and Final Occupancy

The following is a list of items that must be present in a commercial building to obtain and maintain a valid certificate of occupancy with the West County EMS & Fire Protection District. These items also apply to the Final inspection as part of a permit. Please note that not all buildings have sprinkler systems, fire alarm systems, kitchen hood extinguishment systems, etc. In such case, portions of the following list may not be applicable.

- **Space not being used/occupied for business** prior to issuance of Temporary Occupancy or Final (if no Temp Occ Obtained)
- Furniture and fixtures are allowed to be present, but no personal effects and no business conducted from the space prior to issuance of Temporary Occupancy or Final (if no Temp Occ Obtained)
- Address posted on front door(s)
- Address posted on rear door(s)
- Knox box(es)\* mounted with the following keys as may be present:
  - Front entry
  - Rear entry
  - Interior doors (non-dwelling)
  - Elevator
  - Fire Alarm Panel
  - Pull Station
  - RTU's
  - Padlocks (Roof hatch, gate, etc)

(\*Knox Boxes are required by code to be mounted on all commercial buildings in West County's coverage area)
- FDC Sign 4" white reflective letters on red reflective background
- FDC has a 5" Storz connection
- FDC is not obstructed and features 36" wide paved or concrete access from edge of pavement to the FDC
- FACP Sign 4" white reflective letters on red reflective background
- Sprinkler Room sign 2" white reflective letters on red reflective background
- Roof Access sign 2" white reflective letters on red reflective background (if access is located in a room)
- Elevator Mechanical Room sign 2" white reflective letters on red reflective background
- Alarm System final complete, alarm service monitoring active by a UL certified central station provider
- Fire alarm panel free of any passcodes that would impede alarm silencing, alarm history and/or alarm reset
- Signed NFPA 72 Record of Completion for any Fire Alarm work as part of a permit being closed out
- Fire Alarm Signal Report from the central station monitoring service showing the activation and restorals for all detection that was part of a permit being closed out
- Sprinkler System final complete
- Signed NFPA 13 Record of Completion for any Fire Sprinkler work as part of a permit being closed out
- All sprinkler heads are clean, free of any debris, paint, joint compound and have



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- any temporary plastic protection devices removed
- All fire alarm devices are clean, free of any debris or paint and have any temporary covers removed
- Kitchen Hood final complete
- No exposed electrical splices or open junction boxes
- Egress paths clear and egress doors fully functional
- Egress doors equipped with panic hardware (no keys, no wrist-turns)
- Exit signs working properly
- At least one Exit sign is visible from all common areas of the building at all times
- Delayed egress is approved and working properly
- Card swipe access systems release in the egress direction of travel upon activation of the fire alarm
- Emergency lighting working properly
- Fire lanes marked with striping and fire lane signage
- 6' of clearance around all fire hydrants
- Annual private hydrant testing is current (if private hydrants are present)
- Aerial Apparatus Landing Platform in-place on roofs with full parapet walls (only if required on permit)
- Locks on PIV Positive Indicator Valves or externally mounted fire sprinkler control valves
- Fire Extinguishers present with density as required by the International Fire Code and are current (less than 1 yr. for rechargeable, 12 years for sealed non-serviceable)