



## Fire Prevention Final and Site Occupancy Inspection

To schedule a fire prevention final inspection please contact Washington Township Fire Department at 614-652-3920, leave a voicemail with the details and someone will return your call to schedule your inspection. Inspection dates and times will be provided by the Prevention office. Most calls are returned in the afternoon however, requests for inspections please allow up forty-eight business hours for return calls. Once the prevention officer gives you, the date and time for the inspection please visit [www.dublinohiousa.gov/aca](http://www.dublinohiousa.gov/aca) to schedule your inspection online. To leave your time frame, you will click the link to add a note for the Inspector before you click Finish.

**\*\*\* Failure to schedule the City of Dublin with the inspection date and time will result in the inspection being rescheduled. [Building Permits & Applications – City of Dublin, Ohio, USA \(dublinohiousa.gov\)](http://www.dublinohiousa.gov/aca) 614-410-4670.**

Building address numbers are required on the building and must be in an approved location.

- 4" minimum height ½" minimum width, contrasting background
- Plainly legible from the road or street fronting the property.

Key/Knox Box (if required) must be installed in approved locations (Consult approved plans and or Inspector.

- Required keys, Access cards or fobs shall be in box at time of the inspection.
- Knox box shall be mounted at between 4'-5' above finished grade to the bottom of the box.
- Knox box(s) are required for any commercial building that has a fire alarm, sprinkler system, or hood suppression system.

Verify occupant load of all assembly spaces (per approved plans) and assure signage is placed within each space in a conspicuous location.

Fire Extinguishers shall be located per approved plans.

- Confirm size and type and location against the approved plans.
- Confirm mounting height – Extinguishers 40lbs or less no more than 5' to the handle above finished floor. Extinguishers over 40lbs no higher than 3' 5' to handle. All extinguishers shall be at minimum at least 4" from finished floor to the bottom of extinguisher.
- Extinguishers shall be unobstructed from view and use.
- Fire Extinguishers shall have service tag from a licensed company/individual within 1 year of expiration.

Exit and Emergency Lighting shall be installed and operational.



- All emergency lighting and exit signs shall be per the approved plan.
- Means of egress shall be illuminated at all times the building is occupied.
- Tactile exit signs shall be at areas of refuge, exit stairways, exit ramps, and exit discharges.
- Exit signs and emergency lighting shall be tested in emergency power mode by breaker to verify correct operation. Verify all breakers controlling emergency lighting are labeled at panel.

Proper operational egress doors shall be completely installed and fully operational.

- Doors shall swing in the direction of egress travel.
- Doors shall open freely and completely without excess force.
- Doors shall have proper hardware installed per the approved plans.
- Any controlled access, delayed egress, magnetically held doors shall function per the manufactures specifications and any applicable codes and standards.

Door signage is required for specific rooms.

- Fire alarm control rooms, sprinkler riser rooms, pump room, electrical rooms, and mechanical rooms.
- Signs shall be approved or match building signage plan.

Verify required access drives are properly marked.

- “No Parking – Fire Lane”
- Other approved markings – paint or stripping.