



# Midlothian Fire Marshal's Office

## Requirements for a Certificate of Occupancy



**Street Address Numbers** shall be posted in a location visible and easily read from the street and rear of the building (if required). Numbers shall be a minimum of 6" in height, ½" in width and contrast with background. Multiple occupancies – 4" suite numbers (minimum) shall be posted on rear doors.

**Illuminated Exit Signs** with emergency egress lighting and 90-minute battery backup shall be installed over all egress doors and at every 75' of travel distance. Emergency egress lighting with 90-minute battery backup shall also be installed on the exterior side of all egress doors. Egress paths shall not travel through hazardous areas.

**Exit Locking Hardware** "No Knowledge" single action hardware or panic bar on all egress doors. Deadbolt locks shall be thumb-turn style. Panic hardware and outward swinging doors are required when occupant load exceeds 49. Manual flush bolts prohibited.

**Fire Extinguishers** shall be mounted near egress exit doors and stairwells. Fire extinguishers shall be five-pound ABC with a UL Rating of 2A:10B:C or larger, one per 1,500sf and located within a 75' travel distance of all areas of building. Larger and/or additional fire extinguishers may be required depending on the occupancy use/conditions. Fire extinguishers shall be mounted with the top no higher than 60 inches above the floor. All fire extinguishers shall have a current State of Texas inspection tag attached.

**Fire Alarm Systems** shall be operational with a current State of Texas inspection tag attached to the main alarm panel. Communication lines/devices for monitoring shall be in place and operational. Occupied spaces shall have audible/visual notification devices.

**Fire Suppression Systems** shall be operational with a current State of Texas inspection tag in place. Commercial cooking operations shall have a Type I hood with UL300 extinguishing system installed, with connection to the building fire alarm (if applicable), and a Class K fire extinguisher within 30' of hood. Sprinkler systems shall be electronically monitored for water flow, tamper and trouble alarms. Spare heads, wrench and head box shall be mounted near the riser. Knox FDC plugs shall be installed. Fire Riser Room shall be identified with 4" letters. A fire alarm horn/strobe shall be mounted on the exterior of the building, as close as possible to the FDC. The FDC shall be identified with a sign with "FDC" in six-inch white letters on a red background. All new and existing spray booths shall have a fire suppression system installed.

**Knox Key Box** (3200 or 4400 series) shall be required at main entrance and riser room, and shall contain keys and/or access cards for emergency access and fire alarm. Gates restricting FD access shall have Knox key switch and manual release with a Knox padlock installed. A Knox Elevator Box with elevator control and door keys shall be installed at the first floor elevator landing, if applicable. Knox Boxes shall be in place when fire protection systems are active.

**Exterior Main Electrical Disconnect or Shunt Trip** shall be installed on all buildings. Electrical/Mechanical rooms shall be identified with 4" letters and electric meters shall have address or suite numbers if multi-occupancy.

**Fire Lanes** shall be in place, accessible and properly marked, per code, on the curb face. (6" red stripe, 4" white letters)

**Occupant Load** shall be posted near the main entrance to the building and in all assembly areas. An electronic copy of the as-built building floor plan shall be submitted to the Fire Marshal's office.

**CO Inspection** by both the Fire Marshal and the Building Inspection Department shall be completed prior to any furnishings or stock being placed in the occupancy. Both City Departments shall inspect the building before a Certificate of Occupancy will be issued.

**Contact:** Fire Marshal – 972-775-7662  
Fire Inspector – 972-775-7665

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*A pre-construction meeting is recommended to insure all questions regarding code compliance are addressed.*