



CITY OF HORSESHOE BAY

FIRE DEPARTMENT

OFFICE OF THE FIRE MARSHAL

Fire Final Requirement Punch List

The Fire Marshal's Office of the City of Horseshoe Bay, in order to maintain fire code compliance, conducts plan reviews, visuals, inspections, and fire finals for all commercial businesses in the City of Horseshoe Bay, and in Horseshoe Bay Fire Department's contracted covered areas. Horseshoe Bay Fire Department and the City of Horseshoe Bay currently have adopted the 2015 International Fire Code (IFC).

It should be understood that it is unlikely that everything on this list will apply to your project. It should also be understood that there is simply no way to develop a list of this type that is comprehensive enough to cover every type, project, and/or situation. Our goal is simply to offer some guidance.

- ❖ **Scheduling** of Inspections or Fire Finals will be scheduled 2 to 3 business days from the initial request.
- ❖ Requests for Fire Final Inspections (for C of O) are only accepted from the General Contractor.
- ❖ Requests for all other acceptance tests will only be accepted by the Specialty Subcontractors.
- ❖ **Re-inspection Fees:** Scheduled inspections are separate events. The 1st re-inspection fee is \$75.00. The 2nd re-inspection fee is \$150.
Example- A Fire Final has been requested to occur in conjunction with an alarm acceptance test for that space. The alarm system test is failed. Since the Fire Final cannot be approved without approval of the alarm system test, both the alarm test and the Fire Final will fail.
- ❖ Assessed Re-inspection Fees must be paid prior to rescheduling.
- ❖ **Contact Development Services** when requesting any inspections and for cancellation of inspections. Failure to notify will be considered a failed inspection.

General Information

- Construction **must be complete**.
- Permanent 911 Addressing must be present.
- The Fire Final is the **last** inspection prior to the project receiving the C of O. The expectation is that spaces must be *tenant ready*, or at least in the final cleaning stage, upon arrival of the Inspector.
- Approved/Stamped set of plans, along with the comment sheet, must be on site.
- Other required inspections (Mechanical, Electrical, Plumbing, Sprinkler, and Alarm) have been approved and passed.
- All Ceiling Tiles have been installed and hard lid areas completed.
- Electricity & Gas: must be on.
- Electrical Outlets/Switch Covers have been installed (No Open Wiring)
- Occupancy Load Signage shall be posted in all assembly areas for Fire Final
- Required Emergency Egress Lighting is installed and has been tested on battery back-up.
- Required Emergency Exit Signage is installed and has been tested on battery back-up
Refer to information related to testing of emergency egress lighting
- Required Fire Extinguishers must be installed according to code (2015 IFC), if needed, and be inspected and currently tagged. Extinguisher Type 3A40/BC mounted on a wall or post that is visible to personnel and public, with the handle four feet from the floor. Follow the 75 ft. rule straight and/or diagonal as per code to determine how many extinguishers that are needed.
- Building/Suite Numbers All exterior doors leading to the suite must be numbered or lettered with contrasting letters.
- HVAC Duct Detectors have been pre-tested for annunciation and unit shut down
If the space where the duct detectors are located is serviced by an alarm system, the detectors must be tied to that panel. This will involve plans submittal and review. Duct smoke detectors in spaces not served by an alarm system, but that are installed, are required to have remote annunciator devices installed at an accessible level.
- Location of HVAC Units installed above ceiling must be labeled on grid.
- Fire Lanes have been striped to code. (2015 IFC)
- Private Fire Hydrants, if present, must be certified and documented. They must be tested and maintained by the owner annually. The test/maintenance results shall be sent to the Fire Marshal's Office. Check with the water department to find out if your hydrants are public or private.
- Knox Box, if required, has been installed w/ current set of required keys. See the city code. The installation height shall be between 5 and 6 ft. from the ground.
- Building Elevators, if within scope of work, shall have been tested for recall, and emergency operations by the Fire Marshal's Office.

Sprinkler and Standpipe Systems

- Newly Installed or Modified Sprinkler and/or Standpipe Systems must have all visual inspections (before covering up piping, hangers, or heads). This shall be completed and approved by the Fire Marshal's Office prior to requesting Fire Final.
- Required Underground Hydrostatic Tests in the city limits of Horseshoe Bay for fire sprinklers must be witnessed by the Fire Marshal or Fire Chief.
- Sprinkler/Standpipe flow tests have been completed and witnessed by the Fire Marshal's Office before the Fire Final.
- Sprinkler Riser Rooms must be properly labeled.
- Fire Department Connections must be properly labeled.
- Inspection/Current Tags Riser/Sprinkler System must be inspected and currently tagged prior to the Fire Final. The Sprinkler System must be clear of Yellow or Red Tag Violations to pass Fire Final.

Alarm Systems

- Newly Installed or Modified Fire Alarm Systems have either been acceptance tested by the Fire Marshal's Office, or are scheduled to be acceptance tested/re-inspected during the Fire Final Inspection.
- Request for Alarm Inspections will only be accepted from the Alarm Contractors.
- Request for Inspections will not be accepted until it is verified that required plans have been through the review process.
- Stamped Set of Plans must be present. The alarm system testing will not be completed without a reviewed and stamped set of plans being on the jobsite.
- Fire Alarm Control Room must be properly labeled at the Fire Final.
- Inspection/Current Tags: Alarm Panel must be inspected and currently tagged for the Fire Final.
- The Alarm System must be clear of Yellow or Red Tag Violations to pass Fire Final.

Kitchen Hood Extinguishing System

- Newly Installed Kitchen Hood Extinguishing Systems: have either been acceptance tested by the Fire Marshal's Office, or are scheduled to be acceptance tested or re-inspected during the Fire Final Inspection. Requests for hood inspections only accepted by Hood Contractors.
- Inspected & Tagged: Existing kitchen hood extinguishing systems must be currently inspected and properly tagged without deficiencies. The Hood System must be clear of Yellow or Red Tag Violations to pass Fire Final.
- Alarm Monitoring: Kitchen hood extinguishing systems, in spaces served by a fire alarm system, and must be tied into that system, except the sprinkler monitoring system.

For any submittal drawings, scheduling of inspections, or Fire Finals, please **CONTACT DEVELOPMENT SERVICES** and advise what you are needing, what project you are part of, the 911 address, and a phone number/email. The Fire Marshal or Fire Chief will call you back to schedule, but all tracking is done through Development Services.

830-598-9959

DO NOT DIRECTLY REQUEST THESE FROM THE FIRE DEPARTMENT.

PAYMENT OF FEES

Any applicable fees associated with an inspection, nuisance alarm, fire watch, or permit may be submitted at the following address:

Horseshoe Bay Fire Department
Attn: Fire Marshal/Fire Chief
P.O. Box 7765
Horseshoe Bay, TX 78657

PAYMENT IS BY CHECK ONLY!!

**Checks should be made out to
City of Horseshoe Bay**