



## SAN RAFAEL FIRE DEPARTMENT

1375 Fifth Avenue San Rafael Ca. 94901  
(415) 485-3308  
fire.department@cityofsanrafael.org

### **FIRE DEPARTMENT STANDARD CONDITIONS FOR TCO & CERTIFICATE OF OCCUPANCY**

#### **TCO**

1. Final of the UG fire line permit.
2. Final of the fire sprinkler system permit.
3. Assurance that the fire department standpipe systems are fully operational.
4. Final of the fire alarm permit.
5. Final of hood/range kitchen fire protection permit.
6. Testing to ensure that a fire evacuation alarm and notification to an approved 24-hour alarm company occurs when:
  - a. The fire sprinkler system is activated.
  - b. The fire alarm system is activated by:
    - i. Smoke and heat detection units.
    - ii. Pull stations.
    - iii. Kitchen hood range fire protection systems.
  - c. All Emergency exit release devices activate.
7. Testing of the main sprinkler valves to ensure that the tamper switches notify the fire alarm company with the appropriate trouble signal.
8. Approval from County of Marin Radio for the DAS/ERCCS system.
9. Testing of any internal wired emergency communications systems.
10. Keys and emergency contact information are placed into the Knox key box.
11. Fire extinguishers mounted as per approved plans.
12. Fire Department override controls for elevators operational.

## **For Fire Sign Off of B-Permit and Granting of Certificate of Occupancy**

1. 24-hour emergency vendor contact information is posted on the fire alarm panel and fire sprinkler riser.
2. Red zones/fire lanes noted on the plans painted, stenciled and posted.
3. All fire alarm and fire sprinkler signage mounted as per approved plans.
4. Completed Emergency Plan.
5. Binder of all required testing of emergency equipment.\*
6. All evacuation signage posted.
7. Established Emergency Director.

### **\*The following documents will be required to be maintained in a binder that is available for inspection:**

- Fire Safety Director Certificate (Valid for 5 years)
- Facility Emergency Plan (Update plan as needed)
- Annual Life Safety Training log
- Annual Fire Drill log
- Annual Fire Alarm Test Certificate, includes the testing of (but not limited to): Pull Stations, Visual Warning Devices, Audibility of Fire Alarm System, Waterflow and Tamper Devices, Smoke Detectors, Firefighters' Phone System, Stairwell Emergency Phones, and Heat Sensors.
- Sprinkler/Standpipe (5-yr Certification and Annual inspection)
- Emergency Generator- (Weekly and Monthly)
- Elevator Emergency Equipment and Key Operation (Quarterly)
- Exit and Emergency Lighting (Quarterly)
- Emergency Exit and Release Devices (Annually)
- Smoke Control Systems and Fire/Smoke Dampers (Quarterly)