



# DALLAS FIRE-RESCUE DEPARTMENT

## INSPECTION & LIFE SAFETY EDUCATION DIVISION

1551 BAYLOR ST., SUITE #400, DALLAS, TX 75226  
MAIN OFFICE – 214-670-4319 | FAX – 214-670-4324



### **GROUP “B” OCCUPANCY**

This checklist is intended to assist you in the preparation of your inspection and provides some of the basic regulations governing the operation of a group “B” occupancy. Some items may not apply due to the age of your building. This is **NOT** a complete list of all Dallas Fire Code requirements and your inspector may bring to your attention other necessary corrections. The initial inspection is conducted at no charge. The first reinspection is subject to a \$171 reinspection fee and subsequent reinspection(s) are subject to a \$205 fee. If you have a particular question or concerns, please contact our main office.

#### PERMITS

- A valid Certificate of Occupancy from Building Inspection is required. **(DFC 114.1)**
- A permit is required for welding/cutting/hot works operations, storage or use of flammable/combustible liquids, etc. Other permits may be required. Contact Dallas Fire-Rescue for more inspection. **(DFC 105.6)**
- To install, remove, abandon, place temporarily out of service, repair, or upgrade any flammable liquid storage system you must first obtain a Flammable and Combustible Liquid permit from Dallas Fire-Rescue. **This permit is separate from any permit required by Building Inspection.** Contact Building Inspection (214-948-4480) for permits they may require.
- Plans detailing indoor or outdoor storage, dispensing, use, and handling of flammable and combustible liquids must be submitted for review and approval by the fire protection engineers in Development Services (214-948-4049) prior to installation of flammable and combustible liquids tanks. A nonrefundable plan review fee will be charged.

#### EXIT WAYS

- Doors must be unlocked and unblocked. **(DFC 1003.6; DFC 703.2)**
- The required width of an exit way must be unobstructed. **(DFC 1031.3)**
- Exit Signs must be illuminated. **(DFC 1013.3)**
- The means of egress, including the exit discharge, shall be illuminated at all times the building space serviced by the means of egress is occupied. **(DFC 1008.3.1)**

#### FIRE LANE AND FIRE DEPARTMENT ACCESS

- Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. **(DFC 503.4)**
- Fire apparatus access roads shall have an unobstructed width of not less than 20', exclusive of shoulders, except for approved security gates in accordance with DFC Section 503.6, and an unobstructed vertical clearance of not less than 13' 6". **(DFC 503.2.1)**

#### FIRE EXTINGUISHERS

- One 2A:10B:C extinguisher is required for every 3,000 sq. ft. of floor space or within 75 ft. of travel. Special hazards may have additional requirements. **(DFC TABLE 906.1(1))**
- Mounted in conspicuous accessible locations. When mounted, the bottom of the extinguisher must be at least 4 in. from the floor and top no greater than 5 ft. above the floor. Top must be no greater than 3.5 ft. if extinguisher weighs more than 40 lbs. **(DFC 906.6; DFC 906.7; DFC 906.9.2; DFC 906.9.2)**
- Inspected for proper maintenance annually by licensed individuals and must be recharged following use. **(DFC 901.6; NFPA 10)**

#### FIRE ALARM / DETECTION SYSTEMS

- Installed in accordance with Chapter 9 of the Dallas Fire Code. Systems installed, maintained, and approved prior to June 16, 2007, are considered to be in compliance with the Dallas Fire Code.
- Fire Alarm shall always be maintained in an operative condition and replaced or repaired when defective. **Immediately notify Dallas Fire-Rescue at 214-670-4319 if the fire alarm system becomes non-operational. (DFC 901.6; DFC 907.8.5)**
- Written operating instructions provided and maintained at an approved location. **(DFC 901.6.2.1)**

THE ABOVE REFERENCED DFC CITATIONS ARE IN RELATION TO THE ADOPTED AMENDMENTS TO THE 2015 IFC UNLESS OTHERWISE SPECIFIED.

- Manual alarms and smoke alarms should be tested at least annually, and/or after modification. **(DFC 901.6)**

## SPRINKLER SYSTEMS

- Maintained in approved working condition. **Immediately notify Dallas Fire-Rescue at 214-670-4319 if the sprinkler system becomes non-operational. (DFC 901.6)**
- Identify controls, drains, and test control valves with approved signage.
- Access to valves and/or fire department connections cannot be obstructed. **(DFC 509.2)**
- A sprinkler wrench must be provided. Spare sprinkler heads of the same types and ratings installed in the building must be provided for a system as follows:
  - Less than 300 system heads, a minimum of 6 spare heads / 300 to 1000 system heads, a minimum of 12 spare heads / Over 1,000 system heads, a minimum of 24 spare heads.
- Storage shall be maintained a minimum of 18" below sprinkler head deflectors in sprinklered areas of buildings. **(DFC 315.2.1)**
- Painted sprinkler heads or cover plates are prohibited unless painted at the factory. They cannot be cleaned of paint. They must be replaced. **(DFC 901.4; NFPA 25)**
- Test system at least annually and all records of all system inspections, tests, and maintenance shall be maintained. **(DFC 901.6; DFC 901.5.2)**

## FLAMMABLE LIQUIDS

- Flammable spray finishes may not be applied outside of an approved spray booth or room. **(DFC 2404.2)**
- Post "No Smoking" signs in all areas where smoking or open flames might be hazardous. **(DFC 310)**
- Liquids with a flashpoint below 100 degrees Fahrenheit are prohibited for general cleaning purposes.
- Stored in approved containers and must not exceed allowable quantities. Quantities exceeding 10 gallons must be stored in approved liquid storage cabinets. **(DFC 5704.3.4.4)**
- Flammable and combustible liquids, when stored, are in a location away from exits, doorways, stairways, and other areas that might obstruct egress. **(DFC 315.3.2; DFC 5704.3.3.3)**
- Dispensing of Flammable Liquids shall only be done by approved methods in accordance with the Dallas Fire Code.
- Prohibit sources of ignition. **(DFC 5704.2.4)**

## KITCHENS

- Fire-extinguishing systems must be installed to protect commercial cooking equipment that produces grease-laden vapors. **(DFC 904.2)**
- If the vent hood has a fire-extinguishing system, one K Class extinguisher must be provided within 30 feet. **(DFC 904.12.5)**
- Fire-extinguishing systems must be serviced at least every 6 months and after activation. **(DFC 904.12.2)**
- Maintain stove and vent hoods free of grease. **(DFC 609.3.3.2)**

## MISCELLANEOUS

- Address numbers are Arabic numbers or alphabetical letters and contrast with their background. Numbers shall not be spelled out. Each character shall not be less than six (6) inches. In complexes with multiple buildings, each building must be designated. **(DFC 505.1)**
- Prevent accumulation of combustible waste material in buildings or structures or upon premises. **(DFC 304.1)**
- Relocatable power taps (surge protector) shall be directly connected to a permanently installed receptacle and not extend through walls, ceilings, floors, under doors, or floor coverings, or be subject to environmental or physical damage. **(DFC 605.4.2; DFC 605.4.3)**
- Combustible decorations must be flameproof/flame retardant. **(DFC 807.3, NFPA 701)**
- Storage shall be maintained 2' or more below the ceiling in non-sprinklered areas of buildings. **(DFC 315.2.1)**
- Provide cover plates for all electrical panels, outlets, boxes, and junctions. **(DFC 605.6)**
- Extension cords shall not be utilized in place of permanent wiring. **(DFC 605.5)**
- Secure compressed gas cylinders in an upright position. **(DFC 5303.5.3)**
- Emergency evacuation drills shall be conducted in Group B occupancies annually by all employees. Must keep records. **(DFC 405.2)**
- Doors into electrical control panel rooms shall be marked with a visible and legible sign stating, "ELECTRICAL ROOM". **(DFC 605.3.1)**

**REVISED – FEBRUARY 25, 2020**

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