



# 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



### **PUBLIC ASSEMBLY OCCUPANCY**

This checklist is intended to assist you in preparation of your inspection and provide some of the basic regulations governing the operation of public assembly occupancies. Some items may not apply due to the age of your building. This is **NOT** a complete list of all Dallas Fire Code (DFC) 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, \$200 for the second reinspection, and \$255 for each subsequent reinspection(s). If you have a question or concerns, contact our main office.

#### PERMITS

- A valid Certificate of Occupancy from Building Inspection is required. **(DFC 115.1)**
- Tents (400 square feet or greater) must be permitted by the Fire Marshal. Permits from Building Inspection (214-948-4480) and Special Events Office (214-939-2701) may also be required. **(DFC 105.6.24; DFC 105.7.18)**
- Liquid Petroleum Gas for demonstration purposes inside buildings and for cooking purposes outside of buildings must be approved and permitted by the Fire Marshal. **(DFC 105.6.28)**
- Open flames, candles and burning or smoke emitting materials must be approved and permitted by the Fire Marshal prior to the event. **(DFC 105.5.36)**
- Special effects materials, pyrotechnics and fireworks must be approved and permitted by the Fire Marshal. **(DFC 105.5.42)**
- A permit is required for welding/cutting/hot works operations, Carbon Dioxide in Beverage Dispensing Systems, and limited access gates. Other fire permits may be required. Contact Dallas Fire-Rescue for more inspection. **(DFC 105.5.25; DFC 105.5.51; DFC 105.5; DFC 105.5.9)**

#### EXIT WAYS

- Doors must be unlocked and unblocked and required width of an exit way must be unobstructed. **(DFC 1003.6; DFC 1032.3; DFC 705.2)**
- Storage of combustibles in exits, exit enclosure or stairways shall be prohibited. **(DFC 315.3)**
- Provide panic hardware for exit doors from areas having an occupant load of 50 or more. **(DFC 1010.2.9)**
- Doors must swing in the direction of egress travel when serving an occupant load of 50 or more. **(DFC 1010.1.2.1)**
- Exit and exit access doors shall be marked by an approved, illuminated exit signs readily visible from any direction of egress travel. **(DFC 1013.1; DFC1013.3)**

#### 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 portable fire extinguisher for each 3,000 sq. ft. of floor area; with a maximum of 75 ft. of travel distance between extinguishers. Special hazards may have additional requirements. **(DFC 906.1; DFC TABLE 906.1(1); NFPA 10)**
- Mounted in conspicuous accessible locations. When mounted, 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)**
- Inspected for proper maintenance annually by licensed individuals and must be recharged following use. **(DFC 901.6; NFPA 10)**

#### FIRE ALARM / DETECTION SYSTEMS

THE ABOVE REFERENCED DFC CITATIONS ARE IN RELATION TO THE ADOPTED AMENDMENTS TO THE 2021 IFC UNLESS OTHERWISE SPECIFIED.

- Installed in accordance with Chapter 9 of 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 fire alarm system becomes non-operational. (DFC 901.6; DFC 907.8.4)**
- Written operating instructions provided and maintained at an approved location. **(DFC 901.6.3.1; NFPA 72)**
- 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 sprinkler system becomes non-operational. (DFC 901.6)**
- Identify controls, drains, and test control valves with approved signage. **(DFC 509.1; NFPA 13)**
- 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 315.3.1)**
- 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 901.6.3)**

## FLAMMABLE LIQUIDS

- 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 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)**
- 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)**
- 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 904.13)**
- If vent hood has a fire-extinguishing system, one K Class extinguisher must be provided within 30 feet. **(DFC 906.4.3)**
- Fire-extinguishing systems must be serviced at least every 6 months and after activation. **(DFC 904.13.5.2)**
- Maintain stove and vent hoods free of grease. **(DFC 606.3.3.2)**

## 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)**
- Post occupancy load. Must be posted in conspicuous place, near main exit. At all times staff must keep a count of number of occupants. **(DFC 1004.9)**
- Prevent accumulation of combustible waste material in building 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 603.5.2; DFC 603.5.3)**
- Storage shall be maintained 2' or more below the ceiling in non-sprinklered areas of buildings. **(DFC 315.3.1)**
- Provide cover plates for all electrical panels, outlets, boxes, and junctions. **(DFC 603.5.3)**
- Extension cords shall not be utilized in place of permanent wiring. **(DFC 603.6)**
- Secure compressed gas cylinders in an upright position. **(DFC 5303.5.3)**
- Combustible decorations must be flameproof/flame retardant. **(DFC 807.2, NFPA 701)**

**REVISED – AUGUST 26, 2024**

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