

October 1, 2009

Permit Revocation and Pre-Test Certification

Effective October 1, 2003 all new and existing construction permits will become invalid unless the work authorized by such permit is commenced within 180 days of its issuance, or if the work is suspended or abandoned for a period of 180 days after the time the work has commenced.

Due to the high number of failed sprinkler, fire alarm, electronic lock, and other fire protection/life safety systems tests conducted by the Dallas Fire-Rescue Department, documentation of pre-testing will now be required prior to inspection.

The following guidelines are general in nature and are not intended to include all requirements; all applicable codes will be addressed at the time of inspection. **Call Michelle Robinson at 214-671-9844 to schedule a test or inspection.** After pre-testing and scheduling the requested inspection, fax the attached form to the appropriate new construction fire inspector. You will find the telephone and fax numbers of the district inspector on the reverse side of this form. The completed pre-test certification form must be given to the inspector in order for the scheduled acceptance test to commence. If the form is not provided, and/or accurate approved plans are not on site, the fire inspector will not conduct an acceptance test. If the test is failed, you may be subject to a \$500.00 retest fee and will be required to call (214) 671-9844 to schedule another test/inspection of the system.

A pre-test of fire alarm systems shall include: operation and placement of all initiation, notification and tamper devices, timing and function of water flow devices, audibility levels, correct strobe coverage and supervision. Ensure that existing systems have current annual inspection tag(s).

Pre-testing of sprinkler systems shall include: pressure testing of piping at 200 pounds of water pressure, verification of proper hanger spacing, verification of approved coverage of all areas by sprinkler heads, verification that all non-sprinkler items (wiring, duct work, etc.) are clear of, or removed from, sprinkler piping, hangers, and rods. In addition, check to see if surge clips are installed, if required. All sprinkler underground piping must remain uncovered until after the fire inspector approves (green tags) the installation and hydrostatic test. All sprinkler aboveground piping must remain uncovered until after the fire inspector approves (green tags) the installation and hydrostatic test.

Pre-testing of commercial kitchen hood extinguishing systems shall include: operation and placement of all initiation devices and verification that actuation of the fire suppression system will automatically shut down the fuel or electrical power supply to the cooking equipment. Provide puff testing and ensure that a manual pull is located in the path of egress within 10 to 20 feet of the cooking equipment and is mounted 4½ to 5 feet above the floor.

Electronic locking device pre-testing shall include: release of locks upon fire alarm, on power loss to lock controller, A.C. power loss to fire control panel and by manual release in fire control room for stairwell doors in high-rise buildings. Verify location and function of the manual release devices at the doors, and that the doors remain unlocked for a minimum of 30 seconds. Verify approved signage with correct wording and size of lettering, mounted at correct height and location. Electronic locks are not to be placed in service until acceptance tested by the Fire Marshal.

If you should need to cancel or reschedule an appointment, you must notify the assigned inspector by 4:00 p.m. on the day before the appointment. In those instances when tests are scheduled for times before or after the inspector's regular working hours, if the inspector is not notified of the cancellation and arrives on site at the appointed time you will be required to pay the minimum overtime reimbursement fee of \$120.00 (\$60.00 per inspector per hour for a minimum of two hours). If you have any questions please contact Acting Lt. David Shelby at 214-671-9328 or Lt. Eric Beal at 214-670-5692.

Kevin Sipes, Deputy Chief
Inspection & Life Safety Education
Dallas Fire-Rescue Department

**DALLAS FIRE-RESCUE DEPARTMENT
PRE-TEST CERTIFICATION**

To Schedule a Test or Inspection Please Call Scheduler, Michelle Robinson at (214) 671-9844

(FOR SCHEDULING PROBLEMS PLEASE CALL THE RELEVANT SUPERVISOR AS LISTED BELOW.)

BI Districts	Inspector	Phone #	Fax #	Office	Supervisor	Phone #
01R, 02R, 03N	Lisa Clayton	214/670-6187	214/670-7282	Northeast	Act. Lt. David Shelby	214/671-9328
04R, 04S	David Shelby	214/671-9328	214/670-4324	1551 Baylor St	Act. Lt. David Shelby	214/671-9328
01, 04, 21A	Jason Kimball	214/670-5691	214/670-4324	1551 Baylor St	Lt. Eric Beal	214/670-5692
24A, 29 & Texas Instruments	Blas Aguayo	214/670-6107	214/670-7282	Northeast	Act. Lt. David Shelby	214/671-9328
21, 22	Sammy Urteaga	214/670-3449	214/670-4324	1551 Baylor St	Lt. Eric Beal	214/670-5692
11, 12, 18, 27A, 28, 28A	Dwight Freeman	214/671-0878	214/670-0501	Southwest	Lt. Eric Beal	214/670-5692
13, 13A, 14, 14A, 15, 16, 17, 19, 19A	Michael Parkerson	214/671-0877	214/670-0501	Southwest	Lt. Eric Beal	214/670-5692
09, 10, 10A, 10K	Brian Moody	214/670-8112	214/670-8102	Southeast	Act. Lt. David Shelby	214/671-9328
04A, 04B, 04C, 05, 05A	Nimbe Badejogbin	214/671-9312	214/670-4324	1551 Baylor St	Act. Lt. David Shelby	214/671-9328
05B, 06, 06A, 07, 08	Cody Burns	214/670-8465	214/670-8102	Southeast	Act. Lt. David Shelby	214/671-9328
23, 24, 25, 26, 26A, 27	Lea Newhouse	214/670-8255	214/670-8102	Southeast	Act. Lt. David Shelby	214/671-9328
20, 20A	Whitney Madison	214/671-9319	214/670-4324	1551 Baylor St	Lt. Eric Beal	214/670-5692
02, 02A, 02S, 03S	Billy Record	214/670-4342	214/670-4324	1551 Baylor St	Lt. Eric Beal	214/670-5692

INSPECTION SITE ADDRESS: _____

VALIDATION NUMBER: _____
(FIRE ALARM, SPRINKLER, ELECTRONIC LOCK)

TYPE OF TEST: _____
(FIRE ALARM / SPRINKLER/ ELECTRONIC LOCK)

DATE PRE-TEST CONDUCTED: _____

CONTRACTOR COMPANY NAME: _____

CONTRACTOR CONTACT PERSON: _____

CONTRACTOR PHONE NUMBER: _____

INSPECTOR SCHEDULED TO CONDUCT TEST: _____

INSPECTION DATE/TIME SCHEDULED: _____