



## **CBFPD FIRE DIVISION PLAN CHECK AND FIRE INSPECTION CHECKLIST**

### **PLAN CHECK:**

- Proponent submits plans to CBFPD
- CBFPD gives proponent results of Plan Check
- Proponent pays “Plan Check and Inspection Fee” to CBFPD
- Proponent receives letter of compliance from CBFPD & submits this letter to the appropriate building department
- Appropriate building department issues Building Permit to proponent

**If at any time you have any questions concerning CBFPD regulations or requirements from the Plan Check, please contact the CBFPD Fire Division.**

### **AT ROUGH-IN INSPECTION:**

- CBFPD verifies that proponent has placed temporary premises identification
- Proponent, CBFPD and utility provider meet on-site and verify the location of natural gas meters and/or propane tanks, and complete the required “Location Agreements” while on-site
- CBFPD verifies the location of all smoke detectors, carbon monoxide detectors, heat detectors, explosive gas detectors and any other early-warning devices
- CBFPD verifies the proper installation of approved gas-fired or wood-burning fireplaces
- CBFPD verifies that exhaust venting has been properly installed for all gas-fired appliances
- CBFPD verifies that applicable fire suppression system installations are compliant with the Plan Check
- CBFPD verifies compliance with any other Plan Check requirements

### **AT FINAL INSPECTION:**

- CBFPD verifies that proponent has placed permanent premises identification
- CBFPD verifies all natural gas meter and/or propane tank installations
- CBFPD verifies that all early-warning detection devices are operable, and if required by the Plan Check, that they are on a monitored system; CBFPD verifies that this monitoring system is operable and that it notifies all proper agencies in a timely manner
- CBFPD verifies that all gas-fired or wood-burning fireplaces are compliant and operable
- CBFPD verifies that all appliances are properly vented to the outside of the structure, as required
- CBFPD verifies that all gas-fired appliances have proper combustion air (AKA “make-up air”)
- CBFPD verifies that there’s access to gas shut-off valves of each and every gas-fired appliance
- CBFPD performs final fire suppression system inspection, if applicable
- CBFPD verifies that the fire suppression monitoring system is operable and that it notifies all proper agencies in a timely manner
- CBFPD verifies that all fire-resistive construction is complete
- CBFPD verifies that all self-closing fire doors are complete and operable
- CBFPD verifies all access, egress and final grade

**CBFPD Fire Prevention Office can be reached at (970) 349-5333, to answer any questions you may have, or to schedule your fire inspection.**