

Fire Sprinkler Final Inspection Checklist

- Any work done on a fire sprinkler project must be inspected. Usually these inspections will fall under one of two categories: fire sprinkler rough (construction) and fire sprinkler final acceptance. These inspections must be conducted regardless if the project is a new-construction fire sprinkler system or a “minor” remodel. Any question regarding scheduling or conducting inspections should be directed to Assistant Fire Marshal Chuck House.
- A representative of the fire sprinkler permit holder’s company, familiar with the job must be onsite and available to walk with the inspector. All necessary tools, personnel and equipment are present and available.
- In order to minimize the time required to conduct a final acceptance test/inspection on a system and to reduce the chance of a re-inspection, the system must be 100% pre-tested by the contractor. If a question arises, call the Prevention Bureau FIRST. DO NOT wait to “fix it” during the final inspection. **A memo stating that the system has been 100% pre-tested must be available at the time of the inspection.**
- Calls for fire sprinkler final inspections must be placed at least twenty-four (24) hours in advance.
- An approved set of plans and cut sheets MUST be available during the inspection. Should the job be a Scope of Work, an approved copy of the letter and appropriate cut sheets must be available. On all jobs, a copy of the signed permit must be present at ALL times.
- Final acceptance testing is conducted concurrently with other life safety systems if present. It is the permit holder’s responsibility to coordinate with other trades as necessary for final inspections.
- The construction site must be substantially clean and free of debris - minimal construction activity is present.
- A representative of the fire sprinkler permit holder’s company, familiar with the job is onsite and available to walk the inspector. All necessary tools, personnel and equipment are present and available.
- All appropriate paperwork has been completed.