



Duncanville Fire Department

“Protecting Lives and Property with Pride and Tradition”

MINIMUM REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY

1. At least one, 5 pound, (2A 10BC) ABC dry chemical fire extinguisher with the receipt from the date of purchase or tag from a fire extinguisher company shall be installed. Businesses occupying buildings with a common area hallway *may* be exempt from the extinguisher requirement if extinguishers are available for use. Additional extinguishers may be required.
2. At least one smoke alarm shall be installed. The alarm shall be mounted on the ceiling or within 12 inches of the ceiling on a wall. The alarm may be powered by battery or 110 volt (licensed electrician required for installation). Additional smoke alarms may be required. Buildings equipped with automatic fire alarms may meet the smoke alarm requirement.
3. Exit and emergency lights shall be working if present. The electricity must be turned on for verification they are working. Businesses without exit or emergency lights may be required to add them after initial inspection or plan review.
4. Exit doors must operate freely and no additional locks are allowed during business hours (one operating motion to get out). Panic hardware (if present) shall be in good condition and operate easily. Not all exit doors are required to have panic hardware. Generally these are required in assembly, educational, institutional or other high life hazard occupancies.
5. Exit doors, pathways, stairs, and exterior space behind doors must be clear.
6. Address must be visible from the street or parking lot. Businesses with rear doors must place address numbers or suite number on door.
7. Businesses protected by automatic sprinklers, extinguisher systems or any other automatic fire protection must be inspected and in compliance by your licensed provider. Businesses with vent-a-hoods must have the vent-a-hoods cleaned by a professional cleaning service.
8. Before calling for an inspection, the electricity to the business should be on and the business should be about 90% ready to open. This will allow inspectors the opportunity to see the business as it will operate and allow time for modifications or corrections if needed.

All occupancy inspections are scheduled through Duncanville Code Enforcement. Occupancy inspections are conducted on Wednesdays from 1:00 PM to 3:00 PM, and on Thursdays from 9:00 AM to 11:00 AM. To schedule an inspection, please contact Duncanville Code Enforcement at (972) 780-5040.

For questions concerning Fire Code Requirements for a Certificate of Occupancy, or to obtain additional information, please contact Duncanville Fire Prevention at (972) 780-5047.

WELCOME TO DUNCANVILLE AND GOOD LUCK WITH YOUR BUSINESS!

Duncanville Fire Prevention Office
1530 S. Main • P.O. Box 380280 • Duncanville, Texas 75137
Phone: (972) 780-5049 • Phone: (972) 780-5047 • Fax: (972) 780-4928

Revised: 11/13/14