



Permit Inspection Checklists

The Arvada Fire Protection District (AFPD) promotes transparency and the successful completion of permitted projects within the AFPD. This document is intended to provide a list of permit types and their associated inspection checklists, so that permit holders can be prepared when requesting an inspection. The below list includes all current permit types in the AFPD and a general list of what we look for on inspections. This is not an all-inclusive list and does not contain various project specific items but contains as many items as possible for your success.

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SITE

- Fire hydrants installed and operational prior to construction
- Approved fire apparatus access installed as required
- Building identification/address/suite
- Proper fire flow is provided
- Stamped engineer letter provided for temporary EVA

NEW BUILDING

- Building identification/address/suite
- Fire hydrants installed and operational
- Approved fire apparatus access installed as required
- Building identification/address/suite
- Fire lane signage installed (per plans)
- Radio signal strength testing completed
- Knox box installed
- Keys for Knox box (including proper color codes)
- Fire sprinkler final
- Fire alarm final
- Special hazard / extinguishing system final
- Fire extinguishers installed
- Means of egress illumination
- Means of egress identification
- Means of egress is unobstructed
- Interior signage - (stairwells, occupant load etc) (if required)
- Exterior signage - (FACP, Fire Riser Room, Electric room, etc)
- Door hardware is compliant
- Construction materials removed from premises
- Fire and/or smoke rated enclosures/barriers intact and complete
- Signs provided in accessible concealed areas with fire or smoke ratings
- Opening protectives are rated properly for the associated wall rating
- Opening protectives operate as required
- NFPA 80 acceptance test documentation provided
- Elevator passed functional testing - to include State approval
- Star of Life symbol provided for stretcher capable elevator cars
- Elevator Knox Box provided 5'6" above finished floor to the right side of the elevator bank

TENANT FINISH

- Radio signal strength testing completed (>5000sqft only)
- Knox box installed
- Keys for Knox box
- Fire sprinkler final
- Fire alarm final
- Special hazard / extinguishing system final



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- Fire extinguishers installed
- Means of egress illumination
- Means of egress identification
- Interior signage - to include stairwells, occupant load etc. (if required)
- Exterior signage - (Address, FACP, Sprinkler Riser, Electric room, etc)
- Door hardware is compliant
- Fire and/or smoke rated enclosures/barriers intact and complete
- Signs provided in accessible concealed areas with fire or smoke ratings
- Opening protectives are rated properly for the associated wall rating
- Opening protectives operate as required
- NFPA 80 acceptance test documentation provided
- Construction material storage removed from premises

CONSTRUCTION FIRE SAFETY

- Building address number provided
- Site access (fire lanes) clear of obstructions and clearly identified
- Fire hydrants operational
- Site security provided
- Copy of fire prevention plan posted on site
- Material storage per plan
- Combustible debris is being removed daily
- Fire protection systems operational as required
- Stairwell identification provided
- Fire extinguishers present per plan and inspected/up to date
- No cooking found
- Temporary wiring appears to be in good order
- Temporary heating being used as authorized in designated locations
- No smoking signs provided
- Flammable/combustible liquids stored and used appropriately
- Hot work permits reviewed
- Weekly self-inspection checklists reviewed
- Proper means of egress is provided

FIRE LINE OPEN TRENCH

- Underground contractor is registered with DFPC
- Underground piping installed per plans
- Underground piping- extension into building (max 24" above slab)
- Underground piping- incompatible materials
- Underground piping- proper depth of cover provided (min. 3' under roads)
- Underground piping- under buildings (max 10ft without trench)
- Underground piping- not used for grounding and bonding
- Underground piping- proper restraints used including epoxy coated bolts
- Underground piping- backfilling



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FIRE LINE FLUSH

- Underground piping- hydrostatic test
- Underground piping- flushing of piping
- Contractor's Materials and Test Certificate for Underground Piping provided

FIRE SPRINKLER ROUGH

- DFPC Fitter registration provided
- CPVC manufacturer's card provided
- Contractor's Materials and Test Certificate for Underground Piping provided
- Piping installed per plans
- Hangers installed properly
- Obstructions to discharge pattern
- FDC location per approved plans
- Hydrostatic test (including the F.D.C.)
- Open outlet inspection (CPVC only)
- Incompatible materials not in contact (CPVC only)
- Air Test (dry systems only)
- Air vent is provided (metallic pipe only)

FIRE SPRINKLER FINAL

- Forward flow test
- Sprinklers installed per plans
- Sprinklers free of paint and obstructions
- Valves clearly identified (including DFPC white tag)
- Inspector's test connection flow activates fire alarm (15 seconds, main flow at 60 seconds)
- Tamper switches activate supervisory alarm
- Pressure Relief Valve installed
- Wrench and spare sprinklers in sprinkler box
- Spare sprinkler inventory sign provided
- Hydraulic name plate provided for each design area
- General information sign provided
- Static and residual pressure test conducted
- Low air / High air pressure alarms (dry system only)
- Water delivery time (dry systems >750 gallons only)
- FDC plugs installed
- Air vent operated
- Backflow test certification
- Above ground test certificate provided
- As-built drawings provided
- System literature, instructions, and NFPA 25 left with Owner or Owner's Representative

13D ROUGH

- DFPC Fitter registration provided including CPVC card from manufacturer
- Piping installed per plans



ARVADA FIRE

- Hangers installed properly
- Obstructions to discharge pattern
- Open outlet inspection (CPVC only)
- Incompatible materials not in contact (CPVC only)
- Hydrostatic test
- Minimum 1/2" connection to domestic appliance (passive purge only)

13D FINAL

- Pump operated for 10 minutes
- Sprinklers installed per plans
- Sprinklers free of paint and obstructions
- Valves clearly identified (including DFPC white tag)
- Control valve locked open
- Method provided for determining water tank level without opening the tank
- As-built drawings provided
- Piping installed per plans

STANDPIPE ROUGH

- Contractor's Materials and Test Certificate for Underground Piping provided
- Piping installed per plans
- Hangers installed properly
- Hose valves installed in the proper location(s)
- FDC location per approved plans
- Hydrostatic test (including the F.D.C.)

STANDPIPE FINAL

- Flow test conducted - meets design requirements
- Manual valves fully operated
- Knox plugs installed
- Signage provided - to include required psi and gpm
- Contractor's material and test certificate provided

FIRE PUMP ROUGH

- Correct pump size installed
- Correct motor size installed
- Correct jockey pump size installed
- Above ground piping is installed per plan
- Power supply is per plan (dedicated feeder and listed wiring)
- Suction piping flushed per NFPA 20
- Suction and discharge piping hydrostatically tested (including FDC)

FIRE PUMP FINAL



ARVADA FIRE

- Pump manufacturer, engine manufacturer (when supplied), controller manufacturer, transfer switch manufacturer (when supplied), or their factory authorized representatives present
- Electrical wiring system inspection passed (by electrical inspector)
- Pump test curve provided from manufacturer
- Minimum, rated and peak flow test performed
- Voltage and amperage ratings recorded at each stage
- Packing glands operate normally
- Phase reversal confirmed
- Six automatic and six manual start operations conducted for at least 5 minutes each once successive cranking time reaches 45 seconds
- Electric driven pump on alternative energy source for a minimum of 5 minutes
- Transfer switch operates properly
- Supervisory and alarm conditions report to FACP as required
- Record drawings, completed test report, and instruction manuals for all components provided to building owner

KITCHEN SUPPRESSION SYSTEM

- Distribution piping and nozzles installed per plans, connected and secured
- Detection lines installed per plans, connected and secured
- Appliance location verification provided
- Wheel chocks and tethers installed for appliances
- Manual release installation height is not more than 48" and not less than 42" above floor
- Class K extinguisher provided (within 30 feet from appliances)
- Proper labeling of system (including multiple system signage)
- Conduct piping integrity test
- Alarms operate (if fire alarm system is present)
- Manual release operates properly
- Automatic detection system operates properly
- Exhaust fan continues to operate after system activation
- Power supply is disconnected (gas and/or electric)
- Manufacturer specific conditions met
- Ash removal container and container storage location provided (solid fuel applications only)
- System charged and left in normal "set" condition
- System manual left with owner

ALTERNATIVE AUTOMATIC EXTINGUISHING SYSTEM

- Distribution piping and nozzles installed per plans, connected, and secured
- Dirt trap provided on piping
- Detectors installed per plans
- Enclosure Integrity Report provided
- Piping pressure test conducted at 40psi without more than 80 percent loss in 10 minutes
- Flow test conducted to verify continuous flow
- Manual means of activation tested on primary and back up power



- Automatic means of activation tested on primary and backup power
- Visual & audible notification per plan
- Strobes disable upon silence
- AC/DC failure tested at releasing panel
- Battery sizes are per plan
- Circuit breaker location identified
- Circuit breaker secured
- Abort switch tested
- Trouble signals report correctly
- Supervisory signals report correctly
- Alarm signals report correctly
- Proper signals received by main FACP
- Proper signals received by monitoring company

DRY CEMICAL SUPPRESSION SYSTEM

- Distribution piping and nozzles installed per plans, connected, and secured
- Detection components installed per plans, connected, and secured
- Manual release installation height is not more than 48" and not less than 42" above floor
- Proper labeling of system (including multiple system labeling)
- Conduct pipe integrity test
- Manual release operates properly
- Automatic detection operates properly
- Alarms operate (if fire alarm system is present)
- Manufacturer specific conditions met
- System properly charged and left in normal "set" condition
- System manual left with owner

FIRE ALARM ROUGH

- Initiating and notification device locations per plan
- Wire type and size - SLC
- Wire type and size - NAC
- Secured and installed properly
- FACP location per plans
- Remote annunciator location per plans

FIRE ALARM FINAL

- 100% documented pre-test (indicate all devices pass/fail)
- dBA report
- Intelligibility report
- Devices installed per plans
- Functional test of initiating devices
- Elevator recall and shunt operated correctly
- Two-way emergency communication systems operate properly
- Remote test key switches for RTUs operate properly



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- Magnetic door hold open devices release
- Notification devices audible & visual per plans (synchronized)
- Strobes disable upon silence
- Alarm circuits report correctly to FACP
- Supervisory circuits report correctly to FACP
- Trouble circuits report correctly to FACP
- Ground fault monitoring tested
- A/C & D/C power failure
- Battery sizes are per plan (including remote power supplies)
- Battery install and manufacture date are marked on each battery in month/year format
- Remote annunciator operates properly
- FACP circuit breaker location identified
- FACP and power supply circuit breakers marked and secure
- Monitoring company received correct alarms
- Dispatch received correct alarm location and contact ID
- AES/CELL- Battery sized per plans
- AES/CELL- A/C & D/C power failure
- AES- Antenna is installed and secured properly (including grounding/surge suppression if external antenna used)
- AES- Antenna connection failure test
- AES- NetCon check
- AES- Signal quality check
- CELL- 60-minute signal failure test
- Graphic map provided (including utility locations, sprinkler zones, and auxiliary drain locations)
- Keys provided for Knox box
- Record of completion provided
- As-built drawings provided
- Documentation cabinet provided
- Site-specific software and system programming password provided

RADIO AND CELL ALARM TRANSMITTER

- Installed per plans
- Battery sized per plans
- Battery install and manufacture date are marked on each battery in month/year format
- A/C & D/C power failure
- Antenna is installed and secured properly (including grounding/surge suppression if external antenna used)
- Antenna connection failure test
- NetCon (link layer) check
- Signal quality check
- Alarm signals transmit
- Supervisory signals transmit
- Trouble signals transmit



- Alarm signal received by dispatch
- CELL- 60-minute signal failure test

EMERGENCY RESPONDER COMMUNICATION ENHANCEMENT SYSTEM

- Pre-test documentation provided showing new signal strengths
- Documentation provided showing all frequency channels/bands, gains, filter bandwidths, and all configurable parameters of automatic gain control (AGC) modes used during the installation and testing.
- Donor antenna installed per plans
- Donor antenna signage provided on the sled stating, "Movement or repositioning of this antenna is prohibited without approval from the AHJ".
- Lightning protection provided per plans
- Backbone cables installed in rated assembly with fire stopped penetrations
- Control unit installed per plans
- Dedicated annunciator installed per plans
- Normal AC power indicator operates at the dedicated annunciator
- Loss of normal AC power supervisory condition operates at the dedicated annunciator
- Battery charger failure supervisory condition operates at the dedicated annunciator
- Low-battery capacity supervisory condition operates at the dedicated annunciator
- Signal source malfunction supervisory condition operates at the dedicated annunciator
- Active RF-emitting device malfunction supervisory condition operates at the dedicated annunciator
- Active system component malfunction supervisory condition operates at the dedicated annunciator
- Supervisory signals report to the fire alarm panel
- Line between FACU and ERCES tested for integrity/trouble signal
- Antennas installed per plans
- Battery sizes are per plan
- Battery install and manufacture date are marked on each battery in month/year format

ACCESS CONTROL

- Key card provided for Knox box
- Magnetic holds release on activation of fire alarm system (if installed)
- Free egress provided for non-electromagnetically locked doors

HAZMAT

- SDS provided for all chemicals
- NFPA 704 signage provided
- Other signage as required provided
- MAQ identified
- Impact protection provided
- Electrical devices are rated for environment
- Spill control provided (if required)
- Secondary containment provided (if required)
- All containers are properly labeled
- Grounding and bonding provided for flammable liquids transfer operations



ARVADA FIRE

- HMIS provided
- MHMMP provided

HAZMAT UST REMOVAL

- Flammable or combustible materials removed
- Piping disconnected
- Piping removed from ground
- Tank purged of vapor and inerted
- Tank removed

CO2 DETECTION

- Detectors and horn/strobes installed per plan
- Warning signage provided (minimum 8" wide by 6" high) per NFPA 55 Chapter 13
- NFPA 704 placard provided (>686lbs of CO2 only)
- Tanks, cylinders, piping, and fittings are protected from damage by occupants or equipment
- Piping is marked per ASME A13.1 (at each valve, wall, floor, or ceiling penetration, at every change of direction, and minimum of every 20ft)
- Tanks, cylinders, and containers are secured
- Continuous gas detection alarms at <5,000ppm

SHELTERING IN NON-RESIDENTIAL OCCUPANCIES

- Yellow exterior sign provided at front door
- Emergency plan posted at each exit
- Daily registration and total count of all occupant's paperwork provided on site
- Fire watch log paperwork provided on site for 30-minute rounds
- Carbon Monoxide detectors provided throughout all areas used for sleeping (and fuel burning appliances, if applicable)
- Emergency lighting provided along means of egress
- Illuminated exit signs provided at each required exit
- No flammable plastics, curtains, or other materials are used to separate individual sleeping areas
- Fire extinguishers are provided properly sized, located, and up to date
- Fire protection systems are properly inspected and maintained

TEMPORARY TENT

- Tent installed per approved site plan
- Anchoring provided per plan and manufacturer's instructions
- NO SMOKING signs provided
- Portable fire extinguishers installed



ARVADA FIRE

- Exits provided per plan
- Occupant load posted (where occupant load exceeds 50 only)
- Illuminated exit signs provided
- Emergency illumination provided
- Tables and chairs set up per plan
- No flammable/combustible liquids within 30 feet of the structure
- No open flame, heating devices, or cooking appliances within the tent