



## FINAL OCCUPANCY (CHECKLIST & PROCEDURES)

The following items are required to be completed prior to final occupancy:

1. \_\_\_\_ **The FCS Building and Contact Occupancy Information** and utilities shut off form (blue form) must be completely filled out and submitted.
2. \_\_\_\_ **The Fire Department Access** shall be completed per the approved plans and RCFPD Standards. This includes AC paving and identification of fire lanes. If access is partial, please indicate limits of access on floor/site plan.
3. \_\_\_\_ **The Underground Fire Line** must be completely installed tested and final acceptance granted. FDC's, PIV's and back flow devices must be painted red, and hydrants must be painted yellow. Signage and bollards must be installed in accordance to RCFPD Standards. If some hydrants or devices are not available at the time of request, indicate those that are not available.
4. \_\_\_\_ **The Overhead Fire Sprinkler System** shall be installed tested and final acceptance granted. Indicate if any systems are not operable.
5. \_\_\_\_ **The Fire Alarm** (Sprinkler monitoring, smoke detection, or evacuation systems) required shall have plan check approval, be completely installed (including phone lines) and must be ready for testing. Indicate what part of the system is not operable.
6. \_\_\_\_ All the **Required Exits** shall be complete and lead to a public way. This includes any concrete flat work and AC paving that would lead exit systems to a public way. Indicate which exits are not available.
7. \_\_\_\_ All the **Interior Illumination** including the **Emergency Lighting** and the **Exit Signs** shall be installed and identified. The lighting system must be ready for testing. Indicate the portion of the system that is not operable.
8. \_\_\_\_ All **Fire Extinguishers** shall be installed. The manufacturer's date must be current or the unit must be tagged. The type and size of the extinguishers must be per RCFPD Standards. Indicate which fire extinguishers have not been installed.
9. \_\_\_\_ The **Fire Protection System** required for any specific hazard shall have plan check approval and be installed and ready for testing. Indicate if any systems are not going to be installed or are inoperable.
10. \_\_\_\_ All **Hazardous Materials** shall have plan check approval; the building shall identify the materials to be used or stored in accordance to NFPA 704.
11. \_\_\_\_ The **Knox Box(es)**, switch(es) or padlock(s) shall be installed.
12. \_\_\_\_ The **Building Address** numbers and its lighting fixture must be installed per plan.



City of Rancho Cucamonga  
BUILDING AND SAFETY SERVICES DEPARTMENT  
**FIRE CONSTRUCTION SERVICES**  
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13. \_\_\_\_ A complete **Site Plan** drawn on 8½ "x 11" paper indentifying the location of the following items must be submitted. Also reference the RCFPD Standard 5-11 site plan criteria for Fire District Mapping.
- a. The building floor plan and location of the address numbers.
  - b. Access points/gates, adjacent roadways, and fire lanes.
  - c. Location of on-site and off-site fire hydrants, PIV's, risers, FDC's.
  - d. Knox Box location
  - e. Fire alarm control panel and key pad
  - f. Utilities shut of locations (gas, electric, and water)
  - g. Other fire suppression systems, hazardous material use and storage.
14. \_\_\_\_ All the required uniform **Fire Code Permits** shall have been issued and the necessary plans approved, (i.e. high pile storage, LPG, combustibile liquids, assembly use, welding, etc.) If any permits are being requested to be deferred, please explain.
15. \_\_\_\_ When "**As-Built**" **Plans** are required, the plans must be submitted and approved prior to any release.
16. \_\_\_\_ All construction work conducted at the time of final occupancy must have the **Required Building Permits**, and final approvals from all applicable agencies, such as the Planning Department, Engineering Department, and/or County Fire or Health.
17. \_\_\_\_ Fire Construction Services (FCS) field personnel shall discuss any items not completed with the FCS supervisor.

Should you require additional information or technical assistance, please contact **Fire Construction Services at (909) 477-2713**