



# CITY OF LODI FIRE DEPARTMENT

25 EAST PINE STREET  
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**Verne Person**  
Fire Marshal

**Michael E. Pretz**  
Fire Chief

**Kevin Donnelly**  
Operations Chief

**George Juelch**  
Battalion Chief

**Ron Heberle**  
Battalion Chief

**Ron Penix**  
Battalion Chief

**Jeff Larson**  
Training Officer

## **FINAL OCCUPANCY CHECKLIST - Fire Alarm**

The following are some of the most overlooked items at final inspections. Therefore, this is not an all-inclusive checklist. Additionally, some of these items may not apply to all projects. If you have questions, please contact a Lodi Fire Department Inspector prior to final inspection.

**Appointments which are not ready for inspections or a no show by requestee can be subjected to a fee prior to another inspection being scheduled.**

**\*\* Please assure all APPLICABLE items are complete prior to final inspection:**

### **Information & Paperwork**

- 1) Copy of approved plans. This includes all submittals related to the project (civil, architecture, sprinklers, fire alarm, kitchen hood suppression system, rack storage, above ground tanks and gates).
- 2) Permit cards shall be on job site for all issued permits.
- 3) All associated permits shall have final inspections approved prior to fire final inspection for the building or tenant improvement receiving the Certificate of Occupancy (final).

### **Fire Alarm Contractors Items**

- 4) Copy of approved plans and any supporting information or documentation.
- 5) Permit cards shall be on job site for all issued permits.
- 6) Fire alarm contractor shall be present at final inspection and shall be prepared to test 100% of the new devices. If portions of the buildings are occupied, notification of building occupants of fire alarm testing shall be the responsibility of the general contractor and shall be done in advance of the final inspection.
- 7) Copy of fire alarm "Record of Completion".
- 8) Copy of fire alarm pre-test results.
- 9) Copy of fire alarm monitoring contract.
- 10) Emergency contact name and phone number for building owner or property manager posted on fire alarm zone map in fire control room.