



## Instructions for Inspection



Plans Review is 0.025 per square foot. Please contact the Polk County Fire Marshal Office when ready for an inspection at [firemarshal@co.polk.tx.us](mailto:firemarshal@co.polk.tx.us). Any changes, modifications, addendums, and architectural supplemental instructions to the approved set of plans after the approval date require re-submittal and approval through the Permits Office. All commercial buildings must be inspected and comply with NFPA 101 - 2021 edition and NFPA 1 Fire Life Safety Codes.

Here is a list of items the Inspector will look at during the inspection. Please ensure you look over this list, and if you have any questions, please get in touch with our office at [firemarshal@co.polk.tx.us](mailto:firemarshal@co.polk.tx.us).

- Clear Paths of Egress – Nothing should be blocking exit paths.
- Emergency Exit Lights – All exit doors need illuminated exit signs.
- Fire Extinguishers – Fire Extinguishers should not be any further than 75ft from any building location.
- Fire Alarm Panels – Should be in normal operating condition.
- Fire Sprinklers - Should be in normal operating condition.
- Fire Sprinkler System Water Supply - Should be in normal operating condition.
- Proper Storage of Combustible Liquids – Should be stored in a fireproof cabinet.
- Maximum Occupancy Limits – Shall not exceed what the FMO permits you.
- Overloading Electrical Sockets and Using Extension Cords Correctly - you may not plug too many items into a single socket by using multiple power strips in the exact location or improper multi-plug adapters. Plugging two or more extension cords together to extend the reach of the power in your facility will also be cited during a fire marshal's inspection.
- Electrical Panels – 3ft of clearance in front of the panel to provide sufficient working space and to lessen fire risk. All open slots will need to be covered.
- General Housekeeping - Ensure that your facility is clean with no accumulation of empty boxes, trash, rubbish, paper, etc., inside or outside the building—no combustible items or storage under wooden stairs.
- Smoke Alarms - Smoke alarms are required in any overnight accommodation facility. Smoke Alarms must be in proper working condition at all times.