



**DALLAS FIRE-RESCUE DEPARTMENT**  
**Inspection & Life Safety Education**  
**Fire Code Requirements for**  
**Public Assembly Occupancies**

1551 Baylor Street, Suite 400  
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This checklist provides some of the basic regulations governing the operation of **Public Assembly Occupancies**. It is not possible to cover all regulations. If you have a particular question of concern, please telephone or FAX the Dallas Fire-Rescue Department. The initial inspection is conducted at no charge. There is no charge for the first reinspection. The second reinspection is subject to a \$100.00 fee, with all reinspections after the second, subject to a \$105.00 fee.

**1. Permits**

- A. A valid certificate of occupancy from Building Inspection is required.
- B. Tents (400 square feet or greater) must be permitted by the Fire Marshal. Permits from Building Inspection (214/ 948-4480) and Special Events Office (214/ 939-2701) may also be required.
- C. Liquid Petroleum Gas for demonstration purposes inside buildings and for cooking purposes outside of buildings must be approved and permitted by the Fire Marshal.
- D. Open flames, candles and burning or smoke emitting materials must be approved and permitted by the Fire Marshal prior to the event.
- E. Special effects materials, pyrotechnics and fireworks must be approved and permitted by the Fire Marshal.
- F. Welding and cutting equipment and use must be approved and permitted by the Fire Marshal. Other permits may be required. Contact Dallas Fire-Rescue for more information.

**2. Exit Ways**

- A. Doors must be unlocked and unblocked.
- B. Doors must swing in the direction of egress travel.
- C. Required width of an exit way must be unobstructed.
- D. Signs must be illuminated.
- E. Provide panic hardware for exit doors from areas having an occupant load of 50 or more.

**3. Fire Lanes and Access**

- A. Properly marked and clear of obstructions.
- B. Limited access control gates installed across fire lanes must meet requirements of the Dallas Fire Code.

**4. Fire Extinguishers**

- A. One 2A-10BC extinguisher required for every 3,000 sq. ft. and within 75 ft. of travel. Special hazards may have additional requirements.
- B. Mounted in conspicuous accessible locations. When mounted, bottom of the extinguisher must be at least 4 in. from the floor and top no greater than 5 ft. above the floor. Top must be no greater than 3.5 ft. if extinguisher weighs more than 40 lbs.
- C. Inspected for proper maintenance annually by licensed individuals.
- D. Must be recharged following use.

**5. Fire Alarm/Detection Systems**

- A. Installed in accordance with Chapter 9 of the Dallas Fire Code.
- B. Systems installed, maintained, and approved prior to June 16, 2007 are considered to be in compliance with the Dallas Fire Code.
- C. Maintained in an operative condition at all times, and replaced or repaired when defective. Immediately notify Dallas Fire-Rescue at 214-670-4319 if fire alarm system becomes non-operational.
- D. Written operating instructions provided and maintained at an approved location.
- E. Manual alarms and smoke alarms should be tested at least annually, and/or after modification.

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## **6. Sprinkler Systems**

- A. Maintained in approved working condition and tested at least annually. Immediately notify Dallas Fire-Rescue at 214-670-4319 if sprinkler system becomes non-operational.
- B. Identify controls, drains, and test control valves and rooms containing the controls with approved signage.
- C. Access to valves and/or fire department connections cannot be obstructed.
- D. A sprinkler wrench must be provided. Spare sprinkler heads of the same types and ratings installed in the building must be provided for a system as follows:
  - (1) Less than 300 system heads, a minimum of 6 spare heads.
  - (2) 300 to 1000 system heads, a minimum of 12 spare heads.
  - (3) Over 1,000 system heads, a minimum of 24 spare heads.
- E. Maintain an 18-inch clearance between sprinkler heads and storage.

## **7. Flammable Liquids**

- A. Flammable spray finishes may not be applied outside of an approved spray booth or room.
- B. Post "No Smoking" signs in all areas where smoking or open flames might be hazardous.
- C. Liquids with a flashpoint below 100 degrees Fahrenheit are prohibited for general cleaning purposes.
- D. Stored in approved containers and must not exceed allowable quantities.
- E. Shall not be stored near exit doorways, stairways, or other locations that would impede egress.
- F. Prohibit dispensing by gravity flow.
- G. Prohibit sources of ignition.

## **8. Kitchens**

- A. Fire-extinguishing systems must be installed to protect commercial cooking equipment that produces grease-laden vapors.
- B. If vent hood has a fire-extinguishing system, one Class K extinguisher must be provided within 30 feet. Fire-extinguishing systems must be serviced at least every 6 months and after activation.
- C. Maintain stove and vent hoods free of grease.

## **9. Miscellaneous**

- A. Post occupancy load. Must be posted in conspicuous place, near main exit. At all times staff must keep a count of number of occupants.
- B. Remove combustible trash daily.
- C. Combustible decorations must be flameproof/flame retardant.
- D. Maintain a 24-inch clearance between storage and ceiling.
- E. Provide cover plates for all electrical panels, outlets, boxes, and junctions.
- F. Extension cords shall not be utilized in place of permanent wiring.
- G. Post a correct address visible from the street. In complexes with multiple buildings, each building must be designated.
- H. Compressed gas cylinders secured in an upright position.
- I. Gas-fired appliances must be properly vented to the outside, have approved flex-type connections, and have cut-off valves.
- J. The trunk of live Christmas trees must be kept in water. A dry tree shall be removed immediately.
- K. Storage of liquid petroleum gas inside buildings is prohibited unless approved by the Fire Marshal.
- L. Prepare an approved fire safety and evacuation plan, and make available for review by employees.
- M. Hold fire evacuation drills quarterly for employees.