

DALLAS FIRE-RESCUE DEPARTMENT
Inspection & Life Safety Education
Fire Code Requirements for
Short-Term Residential Occupancies



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This checklist provides some of the basic regulations governing the operation of **Short-Term Residential 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. Permit required for welding and cutting operations and limited access gates. Other permits may be required. Contact Dallas Fire-Rescue for more information.
- C. A permit from Building Inspection is required to install electronic locking devices. The devices must be tested and approved by Building Inspection and the Fire Marshal.

2. Exit Ways

- A. Maintained unobstructed.
- B. Barriers in pathway must be openable from the exit side without the use of a key or special knowledge.
- C. Sleeping rooms must have an openable door or window that serves as a second exit. Burglar bars or other security devices must be openable from the inside without the use of a key, separate tool, or special knowledge.
- D. Signs must be illuminated.
- E. Electronic locking devices must unlock automatically in the event of a fire alarm or power failure.

3. Fire Lanes and Access

- A. Properly marked and clear of obstructions.
- B. Limited access control gates installed across fire lanes must be automatic and equipped with approved Dallas Fire-Rescue Department radio receivers, as well as a manual backup. Limited access control gates must be installed and maintained in accordance with the requirements of the Dallas Fire Code Section I104.

4. Fire Extinguishers

- A. Typically, one 2A-10BC extinguisher is required for every 3,000 sq. ft. of floor space or within 75 ft. of travel. Special hazards may have additional requirements.
- B. Mounted in conspicuous accessible locations.
- C. Inspected for proper maintenance annually by licensed individuals.
- D. Must be recharged following use.

5. Fire Alarm 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.

6. Single-Station Smoke Alarms

- A. Single-station smoke alarms shall be located outside of each sleeping area within each dwelling unit and in each room used for sleeping purposes. Single-station smoke alarms shall not be required in each room used for sleeping purposes if the single-station smoke alarms were installed and approved prior to November 15, 1999 and are maintained.
- B. Single-station smoke alarms shall be mounted on the ceiling at least 4 inches from the wall, or mounted on the wall, at least 4, but not more than 12 inches from the ceiling.

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- C. Maintained in an operative condition at all times and replaced or repaired when defective.

7. 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 with approved signage.
- C. Access to valves and/or fire department connections cannot be obstructed.
- D. A sprinkler wrench must be provided for each type of sprinkler head installed in the building. 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 1,000 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.

8. Flammable Liquids

- A. Stored in approved containers.
- B. Quantity stored must be no more than quantity necessary for maintenance, not to exceed 30 gallons.
- C. Gasoline fueled vehicles prohibited inside dwelling units.

9. Kitchens

- A. Automatic fire-extinguishing system 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.
- C. Fire-extinguishing systems must be serviced at least every 6 months, and after activation.
- D. Maintain stoves and vent hoods free of grease.

10. Signage

- A. Post a sign in each dwelling unit stating:
"Any person who causes the accidental burning of any part of this building or its contents is subject to a fine of \$2,000. City of Dallas Fire Code."
- B. Sign explaining exit locations, alarm system, and fire safety information must be mounted on the back of guest room door.

11. Miscellaneous

- A. Post a correct address visible from the street. In complexes with multiple buildings, each building must be designated as well as each unit within that building. (Example: Building 12, Units 1206-1230)
- B. Provide cover plates for all electrical panels, outlets, boxes, and junctions.
- C. Extension cords shall not be utilized in place of permanent wiring. Extension cords allowed only to be used with portable appliances.
- D. Secure compressed gas cylinders in an upright position.
- E. Gas-fired appliances must be properly vented to the outside, have approved flex-type connections, and have cut-off valves.
- F. Vent clothes dryers to the outside, and clean lint from dryers and dryer vent ducts as often as necessary to prevent the accumulation of lint and dust.
- G. Flameproof drapes and decorative materials located in common areas.
- H. Secure vacant buildings to prevent entry of unauthorized persons.
- I. Store swimming pool chemicals in a cool, dry location.
- J. Live Christmas trees are prohibited unless located in an area protected by an approved automatic sprinkler system. The trunk of all live Christmas trees must be kept in water. Check tree daily for dryness. Tree must be removed from the building when leaves fall off readily when a branch is shaken.
- K. Maintain a 24-inch clearance between storage and ceiling.
- L. Approved fire safety and evacuation plan maintained on site and available for review by occupants and the fire code official.
- M. Conduct employee fire drills quarterly for each shift.