



# Sanford Fire Department

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## Certificate of Occupancy Inspection Process

All new buildings, additions to existing buildings, renovations and up-fits, and changes of use to an existing building require an inspection by a fire official for the purpose of obtaining a Certificate of Occupancy (CO). Due to the continued rapid growth and the resulting demand for more CO inspections, it is important to notify the inspections department as far in advance as practical for a scheduled inspection. **Inspections will be scheduled no less than 2 business days out.**

In an effort to try and provide some basic requirements, below is a checklist for Final Certificate of Occupancy Inspection for information that may be beneficial to you in getting a CO quicker. This list **is not** intended to imply that the items listed are the sole requirements for obtaining a CO; its purpose is to indicate the basic and most common requirements. If a Fire Safety and Evacuation Plan is required by the inspector, please download the "Fire Evacuation Plan Requirements" for important information for the development of the plan.

### ***Checklist for Final Certificate of Occupancy Inspection***

- Stamped, approved drawings on site, indicating sprinkler and fire alarm devices and any current revisions to approved plans.
- Fire alarm to be 100% complete, and in working order
- Sprinkler system to be 100% complete, and in working order
- Tamper switch installed on backflow prevention device and wired to the fire alarm panel
- Fire alarm dialer and phone lines to UL approved central station connected and operating
- Fire pump test complete and letter of certification provided prior to standpipe acceptance test.
- Backflow test complete and letter of certification provided
- Standpipe acceptance test completed (water flow from the most remote standpipe connection). This must be coordinated with the Charlotte Fire Dept.
- Address to be posted on building, minimum 6 inch numbers, contrasting color, visible from the street.

- Fire Extinguishers mounted throughout
- Signage indicating levels of floors inside stairwells, labeling of fire pump room, fire alarm control panel, electrical and mechanical rooms.
- Evacuation plan must be submitted to SFD for approval before CO is issued.
- Evacuation diagram showing location of stairwells to be placed in common areas, i.e. elevator lobbies.
- All exit signs and emergency lights to be working at time of inspection.
- All exit doors and stairwell doors installed and working properly
- Emergency generator installed and letter of certification from installer provided.
- Minimum of two emergency contact names and phone numbers to be provided.
- Knox box installed (if necessary) and 3 sets of keys/card access provided for Fire Dept use.
- New hydrants must be flow tested

**Note:** All certification on fire alarm systems must conform to the format used in NFPA 72.

All certification on Sprinkler systems must conform to the format used in NFPA 13  
Performance tests will be conducted on all life safety systems by the inspector at the time of the inspection.