



Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555
(540) 658-8648 · FAX (540) 658-9128 · www.staffordfirerescue.com/fm



Acceptance Testing/Inspection Checklist for:

Building Final Fire Inspection (899)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)

VSFPC – Virginia Statewide Fire Prevention Code (2018)

Inspection Basics:

Yes	No	Item	Code Section
		Building address posted and visible from the street?	VUSBC 110.5
		Applicable construction permit posted?	VUSBC 110.5
		Approved plans on site?	VUSBC 109.5

If any of these are “No”, the inspection may be failed immediately

Key Information:

Yes	No	Item	Code Section
		Have all required inspections and permits been passed (fire suppression, fire alarm, 870 site inspection if necessary, etc)? For existing buildings, have the required routine (typically annual) fire protection system inspections been completed and documentation available?	VSFPC 901.5
		If a fire alarm system is provided, is a Knox Box installed and secured with labeled contents (master keys, fire alarm keys, any other door keys and emergency contact information)? Is an elevator Knox Box required and installed with the proper keys?	VSFPC 506.1
		Are ALL paths in the means of egress throughout the space clear of any obstructions including door swing, furniture or planned storage areas?	VSFPC 1003.3
		Are all doors along the means of egress free of any locking devices that secure thee doors from the egress side? See these code sections for specific exceptions. If the assembly occupant load is greater than 50, is panic hardware included on all egress doors?	VSFPC 1008.1.2 VSFPC 1008.1.4 VSFPC 1008.1.10
		Are maximum occupant load signs posted for all rooms with more than 50 persons? Multipurpose rooms may need a seating plan.	VSFPC 403.2.1 and 1004.3
		Are all egress stairwell doors able to be opened from BOTH sides?	VSFPC 1008.1.8.7
		Are all exit signs installed per the approved plan and clearly illustrate the path of egress from any location in the areas with more than one required exit?	VSFPC 1011.1
		Is emergency lighting provided throughout the path of egress?	VSFPC 1006.3
		Do all exit signs and emergency lights function properly when primary power is removed (do not just push the test button on each device, but shut down primary power where possible)?	VSFPC 1006.4 VSFPC 1011.2
		Are fire extinguishers (minimum 2A:10BC rated) provided at EACH exit, near cooking areas, AND within 75 feet of travel distance? Each fire extinguisher must be tagged with the date of installation/inspection (additional extinguishers may be required for special hazards).	VSFPC 906.1
		Does the owner/occupant understand storage arrangement and height limitations? Storage is not permitted in most electrical, sprinkler, mech. or stairwell areas. Check for high-pile storage.	VSFPC 315.2



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		Does all wiring appear to be secured and completed per the applicable National Electric Code including extension cords for temporary wiring only, and required clearances from electrical panels? All circuit breakers and disconnects should be labeled.	VSFPC 605.1
		Are all fire or smoke rated walls/barriers/partitions labeled on their surfaces above the ceiling (ex: "ONE HOUR FIRE WALL")? Are all penetrations properly sealed?	VCC 703.7
		In group I or R occupancies, are smoke alarms and/or carbon monoxide alarms required? Are they installed properly and connected to the fire alarm system if required?	VCC 907.2.11 VCC 908.7
		Have the doors to all electrical, mechanical, elevator equipment, roof access and fire protection equipment rooms been labeled properly?	VSFPC 509.1
		Are all interior stairwells labeled with the stair number, floor number, the availability of roof access, and level of exit? For buildings more than 3 stories in height, see specific mandatory requirements.	VSFPC 504.3
		Are all exterior sprinkler, fire alarm or stairwell doors labeled for fire department access ("Sprinkler Room", "Stair 1", "Fire Alarm Control Panel")? Any non-functioning doors must be labeled "THIS DOOR BLOCKED". Are "FIRE EXIT - DO NOT BLOCK" signs needed for any exterior doors near storage or other items?	VSFPC 509.1 VSFPC 504.2
		Where multiple utility meters are provided, are they labeled as to what unit or address they serve?	VSFPC 509.1.1
		Have all tanks, containers and doors to rooms and containing hazardous materials been labeled per NFPA 704 (red, yellow and blue diamond)?	VSFPC 407.3
		Is the permanent address posted and visible from the street? In multiple tenant buildings, are the suite numbers clearly posted including on the exterior rear doors?	VSFPC 505.1

Final Items:

Yes	No	Item	Code Section
		Is a fire safety and evacuation plan required and if so, is it being developed and posted by the occupant?	VSFPC 403.1
		Has the building owner or occupant applied for any required operational permits from the Fire Marshal's Office for hazardous uses, operations or storage?	VSFPC 107.2
		Has Stafford ECC been advised of the new address and emergency contact information? Is the new information also updated in the FMO inspection software (Mobile Eyes)?	VSFPC 501.1