



CITY OF SAN ANTONIO

FIRE PREVENTION DIVISION
1901 SOUTH ALAMO STREET
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Recommendation of Certificate of Occupancy and Temporary Certificate of Occupancy For the San Antonio Fire Prevention Unit

Before any framing is conducted for a structure, fire department access to the framing areas as well as related fire hydrants and water supply must be considered. The underground fire line and related fire hydrants must be inspected and approved. A temporary fire lane, constructed of an all weather surface, capable of supporting 75000 lbs. must also be in place to allow fire department access to within 500 feet hose lay (measured from the hydrant) to all portions of the structure to be framed. After the framing is complete, often times, a Certificate of Occupancy (COO) of some type is requested.

Certificates of Occupancies (COO) are issued by the Building Department of the City of San Antonio. All the different trades conduct inspections and make recommendations that the Building Department will consider when deciding to issue a Certificate of Occupancy.

There are basically two types of certificate of occupancies. A full COO and a temporary certificate of occupancy (TCO).

QUESTION 1: What do I need to have in place for the Fire Prevention Unit to recommend a Full Certificate of Occupancy?

ANSWER 1: The items required for the Fire Prevention Unit to recommend a full C of O to the Building Department include, but are not limited to:

1. All life safety systems to include fire alarm, sprinkler system, underground fire line and related hydrants where required and any other applicable life safety system must be inspected and approved.
2. The fire final/ COO inspection must be conducted and approved. Some of the items that are inspected during the fire final/COO inspection include, but are not limited to, required exits, exit lights, emergency lighting, exit discharge area, installation of the required fire extinguishers.
3. Access: Knox boxes and locks where required to provide fire department access. Fire lane and related fire lane signage where required.

QUESTION 2: What do I need to have in place for the Fire Prevention Unit to recommend a TCO to occupy?

ANSWER 2: The items required for the Fire Prevention Unit to recommend a TCO to occupy to the Building Department include, but are not limited to:



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1. All the requirements listed above (see answer 1) with the exception of an item that does not affect any of the life safety systems or egress. An example of such an issue might be the installation of a Knox box or fire lane sign.

QUESTION 3: What do I need to have in place for the Fire Prevention Unit to recommend a TCO for stocking purposes only?

ANSWER 3: The items required for the Fire Prevention Unit to recommend a TCO for stocking purposes only to the Building Department include, but are not limited to:

1. When applicable, the underground fire line and sprinkler system(s) need to be inspected and approved.
2. The sprinkler system needs to be monitored by the fire alarm system. The tamper and flow devices must be tested and they must send a signal to the fire alarm panel which is verified as monitored.
3. All the required exits, exit lights, emergency lighting, exit discharge area, and fire extinguishers must be inspected and approved.
4. A fire watch will be required while the structure is occupied and the fire alarm system is not yet approved.

QUESTION 4: What do I need to have in place for the Fire Prevention Unit to recommend a TCO for furniture, fixtures and equipment?

ANSWER 4: The items required for the Fire Prevention Unit to recommend a TCO for furniture, fixtures and equipment to the Building Department include, but are not limited to:

1. The underground fire line and sprinkler system(s) need to be inspected and approved.
2. The sprinkler system needs to be monitored by the fire alarm system. The tamper and flow devices must be tested and they must send a signal to the fire alarm panel which is verified as monitored.

All testing for approval and monitoring must be conducted by inspectors assigned to the San Antonio Fire Prevention Unit.

Unofficial Fire Department Document