

# County of Shenandoah



DEPARTMENT OF COMMUNITY DEVELOPMENT  
Shenandoah County Government Center  
600 N. Main St., Suite 107  
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Office: (540) 459-6185 Fax: (540) 459-6193

## **FIRE ALARM / SPRINKLER INSPECTION REQUEST CHECKLIST**

**N/A**  **EACH ITEM MUST BE CHECKED BEFORE SCHEDULING INSPECTIONS**

- 1. PLAN REVIEW SHEET AND APPROVED PLANS HAVE BEEN REVIEWED
- 2. APPROVED STAMPED PLANS ARE ON SITE AND AVAILABLE FOR INSPECTOR
- 3. FIRE ALARM / SPRINKLER PLANS AFFIXED AT PROPER LOCATION
- 4. BUILDING LAYOUT AFFIXED AT ANNUNCIATOR PANEL
- 5. TAMPER PROOF KNOX BOX INSTALLED AND WORKING PROPERLY
- 6. ALL DEVICE LOCATIONS HAVE BEEN CHECKED WITH APPROVED PLANS
- 7. ALL DEVICES HAVE BEEN TESTED WITH MONITORING COMPANY
- 8. DOOR NUMBERING INSTALLED (IF REQUIRED BY FIRE MARSHALL)
- 9. ALL PULL STATIONS ARE REPORTING ASSIGNED DOOR NUMBER
- 10. ADDRESS AND/OR BUILDING NUMBER REPORTING CORRECTLY
- 11. SPRINKLER TAMPER DEVICES REPORTING CORRECTLY
- 12. SPRINKLER FLOW REPORTING CORRECTLY
- 13. EXTERNAL AUDIBLE ALARM FOR SPRINKLER FLOW WORKING CORRECTLY
- 14. REQUIRED SIGNAGE BY FIRE MARSHALL INSTALLED (ELEC, GAS SHUTOFF)
- 15. REQUIRED SIGNAGE BY FIRE MARSHALL FOR SPRINKLER COMPONENTS
- 16. FIRE EXTINGUISHERS PROVIDED IN APPROVED LOCATIONS

PROJECT NAME: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

FIRE ALARM REPRESENTATIVE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SPRINKLER REPRESENTATIVE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS FORM SHALL BE SUBMITTED TO THE BUILDING INSPECTIONS OFFICE 24 HOURS PRIOR TO THE SCHEDULED INSPECTION.

**\*\*\* FRAUDULENT FORMS WILL BE ASSESSED A \$100.00 RE-INSPECTION FEE \*\*\***