



**CBFPD FIRE DIVISION
PLAN CHECK AND FIRE INSPECTION CHECKLIST**

PLAN CHECK:

- Proponent submits plans to CBFPD
- CBFPD gives proponent results of Plan Check
- Proponent pays “Plan Check and Inspection Fee” to CBFPD
- Proponent receives letter of compliance from CBFPD & submits this letter to the appropriate building department
- Appropriate building department issues Building Permit to proponent

If at any time you have any questions concerning CBFPD regulations or requirements from the Plan Check, please contact the CBFPD Fire Division.

AT ROUGH-IN INSPECTION:

- CBFPD verifies that proponent has placed temporary premises identification
- Proponent, CBFPD and utility provider meet on-site and verify the location of natural gas meters and/or propane tanks, and complete the required “Location Agreements” while on-site
- CBFPD verifies the location of all smoke detectors, carbon monoxide detectors, heat detectors, explosive gas detectors and any other early-warning devices
- CBFPD verifies the proper installation of approved gas-fired or wood-burning fireplaces
- CBFPD verifies that exhaust venting has been properly installed for all gas-fired appliances
- CBFPD verifies that applicable fire suppression system installations are compliant with the Plan Check
- CBFPD verifies compliance with any other Plan Check requirements

AT FINAL INSPECTION:

- CBFPD verifies that proponent has placed permanent premises identification
- CBFPD verifies all natural gas meter and/or propane tank installations
- CBFPD verifies that all early-warning detection devices are operable, and if required by the Plan Check, that they are on a monitored system; CBFPD verifies that this monitoring system is operable and that it notifies all proper agencies in a timely manner
- CBFPD verifies that all gas-fired or wood-burning fireplaces are compliant and operable
- CBFPD verifies that all appliances are properly vented to the outside of the structure, as required
- CBFPD verifies that all gas-fired appliances have proper combustion air (AKA “make-up air”)
- CBFPD verifies that there’s access to gas shut-off valves of each and every gas-fired appliance
- CBFPD performs final fire suppression system inspection, if applicable
- CBFPD verifies that the fire suppression monitoring system is operable and that it notifies all proper agencies in a timely manner
- CBFPD verifies that all fire-resistive construction is complete
- CBFPD verifies that all self-closing fire doors are complete and operable
- CBFPD verifies all access, egress and final grade

CBFPD Fire Inspector Scott Wimmer can be reached at (970) 349-5333, extension 4 to answer any questions you may have, or to schedule your fire inspection.