

December 17, 2007

## Permit Revocation and Pre-Test Certification

Effective October 1, 2003 all new and existing construction permits will become invalid unless the work authorized by such permit is commenced within 180 days of its issuance, or if the work is suspended or abandoned for a period of 180 days after the time the work has commenced.

Due to the high number of failed sprinkler, fire alarm, and electronic lock, and other fire protection/ life safety systems tests conducted by the Dallas Fire-Rescue Department, documentation of pre-testing will now be required prior to inspection.

The following guidelines are general in nature and are not intended to include all requirements; all applicable codes will be addressed at the time of inspection. Call Michelle Robinson at (214) 671-9844 to schedule a fire inspector for a system test. After pre-testing and scheduling the requested inspection, fax the attached form to the appropriate new construction fire inspector. You will find the telephone and fax numbers of the inspector on the reverse side of this form. The completed pre-test certification form must be given to the fire inspector in order for the scheduled acceptance test to commence. If the form is not provided, and accurate approved plans are not on site, the fire inspector will not conduct an acceptance test. If the test is failed, you may be subject to a \$500.00 retest fee and will be required to call (214) 671-9844 to reschedule another test of the system.

**A pre-test of fire alarm systems shall include:** operation and placement of all initiation, notification and tamper devices, timing and function of water flow devices, audibility levels, correct strobe coverage and supervision. Ensure that existing systems have current annual inspection tag(s).

**Pre-testing of sprinkler systems shall include:** pressure testing of piping at 200 pounds of water pressure, verification of proper hanger spacing, verification of approved coverage of all areas by sprinkler heads, verification that all non-sprinkler items (wiring, duct work, etc.) are clear of, or removed from, sprinkler piping, hangers, and rods. In addition, check to see if surge clips are installed, if required.

**Pre-testing of commercial kitchen hood extinguishing systems shall include:** operation and placement of all initiation devices and verification that actuation of the fire suppression system will automatically shut down the fuel or electrical power supply to the cooking equipment. Provide puff testing. Ensure that a manual pull is located in the path of egress within 10 to 20 feet of the cooking equipment and is mounted 4½ to 5 feet above the floor.

**Electronic locking device pre-testing shall include:** release of locks upon fire alarm, on power loss to lock controller, A.C. power loss to fire control panel and by manual release in fire control room for stairwell doors in high-rise buildings. Verify location and function of the manual release devices at the doors, and that the doors remain unlocked for a minimum of 30 seconds. Verify approved signage with correct wording and size of lettering, mounted at correct height and location. Electronic locks are not to be placed in service until acceptance tested by the Fire Marshal.

**If you should need to cancel or reschedule an appointment,** you must notify the assigned inspector call by 4:00 p.m. on the day before the appointment. In those instances when tests are scheduled for times before or after the inspector's regular working hours, if the inspector is not notified of the cancellation and arrives on site at the appointed time you will be required to pay the minimum overtime reimbursement fee of \$120.00. To reschedule the appointment, call (214) 671-9844. If you have any questions please contact Lt. Robert Wilson at 214-670-3449, Lt. Eric Beal at 214-670-5692 or Lt. Kevin O'Brien at 214-670-5690.

KEVIN SIPES, Deputy Chief  
Fire Prevention, Education and Inspection

# DALLAS FIRE-RESCUE DEPARTMENT PRE-TEST CERTIFICATION

**To Schedule a Test or Inspection Please Call Scheduler, Michelle Robinson at (214) 671-9844**

*(FOR SCHEDULING PROBLEMS PLEASE CALL THE RELEVANT SUPERVISOR AS LISTED BELOW.)*

BI Districts	Inspector	Phone #	Fax #	Office	Supervisor	Phone #
01R, 02R, 03N	Lisa Clayton	214/670-6187	214/670-7282	North Central	Lt. Wilson	214/670-3449
04R, 04S	Jace Sepulvado	214/670-7300	214/670-7282	North Central	Lt. Wilson	214/670-3449
01, 02, 02A, 02S, 03S, 04, 21A	Jason Kimball	214/670-7192	214/670-6133	Northwest	Lt. Wilson	214/670-3449
20, 20A	Joy Gilmore	214/670-6198	214/670-6133	Northwest	Lt. Wilson	214/670-3449
21, 22	Sammy Urteaga	214/670-4326	214/670-6133	Northwest	Lt. Wilson	214/670-3449
27A, 28, 28A	Dwight Freeman	214/671-0878	214/670-0501	Southwest	Lt. Beal	214/670-5692
14, 14A, 15, 16, 17, 19, 19A	Michael Parkerson	214/671-0877	214/670-0501	Southwest	Lt. Beal	214/670-5692
11, 12, 13, 13A, 18	Lea Anne Sexton	214/670-5691	214/670-8102	Southeast	Lt. Beal	214/670-5692
04A, 04B, 04C, 05, 05A, 24A, 29 & Texas Instruments	Pat Martinez	214/670-6107	214/670-7282	North Central	Lt. O'Brien	214/670-5690
05B, 06, 06A, 07, 08, 09, 10, 10A, 10K	Cody Burns	214/670-8465	214/670-8102	Southeast	Lt. O'Brien	214/670-5690
23, 24, 25, 26, 26A, 27	Shannon Hopps	214/670-8112	214/670-8102	Southeast	Lt. O'Brien	214/670-5690
Floater	Brian Moody	214/671-9308	214/670-4324	1551 Baylor St	Lt. Wilson	214/670-3449
Floater	Blas Aguayo	214/670-3395	214/670-4324	1551 Baylor St	Lt. Beal	214/670-5692
Floater	Annette Ponce	214/671-9304	214/670-4324	1551 Baylor St	Lt. Beal	214/670-5692
Floater	David Shelby	214/671-9328	214/670-4324	1551 Baylor St	Lt. O'Brien	214/670-5690
Floater	Whitney Madison	214/671-9319	214/670-4324	1551 Baylor St	Lt. O'Brien	214/670-5690

***{If you have questions regarding our procedures for conducting your test or inspection, please call the assigned inspector at the telephone number indicated above.}***

**INSPECTION SITE ADDRESS:** \_\_\_\_\_

**VALIDATION NUMBER:** \_\_\_\_\_  
(FIRE ALARM, SPRINKLER, ELECTRONIC LOCK)

**TYPE OF TEST:** \_\_\_\_\_  
(FIRE ALARM / SPRINKLER/ ELECTRONIC LOCK)

**DATE PRE-TEST CONDUCTED:** \_\_\_\_\_

**CONTRACTOR COMPANY NAME:** \_\_\_\_\_

**CONTRACTOR CONTACT PERSON:** \_\_\_\_\_

**CONTRACTOR PHONE NUMBER:** \_\_\_\_\_

**INSPECTOR SCHEDULED TO CONDUCT TEST:** \_\_\_\_\_

**INSPECTION DATE/TIME SCHEDULED:** \_\_\_\_\_