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ROUND ROCK FIRE DEPARTMENT

FIRE MARSHAL'S OFFICE

ANNUAL LICENSE INSPECTION GUIDELINES

This document is intended as a guide and was developed to assist permit applicants in preparing for a successful Annual License Inspection. This document is only to serve as a guide and is not all inclusive. The Fire Inspector may require inspection of additional items beyond what is listed on this document prior to completion of the inspection. Any questions related to your inspection can be directed to the Round Rock Fire Marshal's office at 512-218-6628 or you can email firemarshalsoffice@roundrocktexas.gov.

Before Scheduling Your Inspection:

- Ensure Fire Alarm and Fire Sprinkler Life Safety system inspections are current, and any required repairs have been completed. (No yellow or red tags)
- Electrical Outlets/Switch Covers are installed (No Open Wiring).
- All Ceiling Tiles are currently installed and in place.
- Required Emergency Exit Signage is installed and has been tested on battery back-up.
- Fire Extinguishers must be installed according to code (2024 IFC) and have current inspection tags. Extinguisher Type 3A40/BC mounted on a wall or post that is visible to personnel and public, with the handle four feet from the floor. Follow the 75 ft. rule straight and/or diagonal as per code to determine how many extinguishers that are needed.
- Fire Lanes have been painted to code. (2024 IFC)
- Private Fire Hydrants, if present, must be painted silver and must be certified and documented. They must be tested and maintained by the owner annually. The test/maintenance results shall be provided to the inspector at the time of inspection. Check with the water department at [\(512\) 218-5460](tel:5122185460) to find out if your hydrants are public or private.
- Building elevator Texas Dept. of Licensing Registration should be displayed either in cars or in machine room. Inspection certificate should be displayed.
- Building evacuation plan must be displayed as per code. (2024 IFC)

On Date of Inspection:

- Facility Maintenance or Management familiar with building operation is requested to be available to meet with inspector.
- Keys stored in Knox Box will be checked for operation. If locks have been updated or keys no longer operate, an updated set may be required for a passing inspection.