



**ANNA FIRE DEPARTMENT**  
**Prevention Division / Fire Marshal's Office**  
 305 S. Powell Parkway  
 Anna, Texas 75409  
 Phone: (972) 924-2143  
[firecad@annatexas.gov](mailto:firecad@annatexas.gov)

**Inspection Request Form - Fire Final / Operational Permit**

*\*This form is processed by the Anna Fire Department\**

Leave this box blank (Office Use Only):	
Address (including suite number):	
Name of Business:	Phone:
Type of Business:	Occupant Load (as designed):
Occupancy Manager / Owner Name:	Phone:
Emergency Contact Name:	Phone:
Property Owner:	Phone:
Property Owner Address:	
Who to contact for Inspection:	Phone:

***Fire system inspections must be completed before submittal. All MEP's must be approved prior to inspection.***

Please check the following items as applicable indicating that these items have been completed.

- Fire Lanes are marked with signs or pavement markings per City Ordinance
- Fire Hydrants face fire lanes and are painted to City standards. Hydrants not protected by curbs must have bollards installed to protect them from vehicular impacts.
- Fire Alarm System (where applicable) has been tested and accepted by the Fire Department. No outstanding issues remain.
- Fire Sprinkler / Suppression Systems have been tested and accepted by the Fire Department. No outstanding issues remain.
- Fire Department Connections (FDC) must be unobstructed, including vegetation, parking space, etc. and have a Knox Company Locking Cap in place.
- Exiting systems are clear and unobstructed. Proper hardware is installed on all exit doors, per code. Dead bolts, slide bolts, bars or other similar type of securing devices are not allowed on secondary exits. Exit signs and emergency lights have battery back-up and function properly. All Exit and Emergency Lighting shall be on a dedicated breaker.
- Premise Address must be permanently affixed to the building, front and rear. Suite numbers must be placed over the main entrance and rear doors. Address placement and size/stroke requirements are available through the Fire Department. Utility meters (gas / electric) must have the suite number of the supplied occupant affixed.
- All fire extinguishers, including newly purchased extinguishers, must be inspected and display an inspection tag by a company that is licensed by the Texas State Fire Marshal's Office. Extinguishers must be mounted per NFPA 10.
- A "Knox Box Key Safe" is required to be installed on all buildings. Location to be determined by the Fire Department. Shell buildings may have one Knox Box of appropriate size for all tenants. Each tenant is responsible to provide a key to the inspector at time of final inspection.
- Assembly occupancies must have a Maximum Occupancy Load sign prominently displayed.
- Fire system inspections are complete. No outstanding issues remain.

The provisions contained herein are general in nature and may not address all situations. For further information, please consult the City of Anna Fire Department. Per the International Fire Code, the building/structure shall not be occupied prior to the *fire code official's* approval.

By signing this, I attest that I have read and understand the City of Anna policy on the release of a Certificate of Occupancy. I further attest that all requirements to obtain a Fire Final or Operational Permit have been completed.

Signed \_\_\_\_\_

\_\_\_\_\_ Date