

# Certificate of Occupancy Form (Form CO-1)

## **PROCEDURE**

Upon completion of construction, and after the acceptance testing of all fire and life safety systems have been accomplished and all defects and deficiencies have been corrected a Certificate of Occupancy (Form CO-1) must be completed.

Prior to occupying the structure the owner/tenant shall contact the Regional Structural Fire Management Office to schedule a fire and life safety pre-occupancy inspection. At the completion of that inspection, a Certificate of Occupancy shall be completed and signed by the Park Representative, the Contracting Officer (or COR) and Authority Having Jurisdiction (or their designee).

It is understood that the signature of the National Park Service representative in no way prejudices any claim against the contractor or its sub-contractor(s) for faulty material, poor workmanship, or failure to comply with the requirements of the Regional Structural Fire Management Officer, Contracting Officer, or local ordinances.

This review is based on the project scope of work, and the most current release of the following documents:

NFPA 101 (Life Safety Code)      NFPA 1 (Fire Code)      NPS RM-58 (Structural Fire Management)  
IBC (International Building Code)    IFC (International Fire Code)

**\*All "No" responses are to be explained in the Notes section on page 3 of this form. Corrective actions requiring a Facility Maintenance work order shall be reported directly to the Park Structural Fire Coordinator and Facility Maintenance for action.**

## **GENERAL FACILITY DATA**

Building Number:

Park District:

FMSS Asset ID No.:

Building Occupant:

NPS      Concessionaire      Park Partner      Other (describe):

Building Tenant:

Tenant Name/Organization:

Contact Phone Number:

General Contractor Business Name:

Phone No.:

Representatives Name:

**GENERAL FACILITY DATA (cont'd)**

Type of Project:

New Building                      Change of Occupancy                      Renovation                      Alteration

Construction:

Type I                      Type II                      Type III                      Type IV                      Type V

Square Footage:

Number of Floors:

Basement:    Yes                      No                      Attic:    Yes                      No

Occupancy Type (check all that apply):

Assembly                      Business                      Storage                      Hotel                      Dormitory  
Lodging and Rooming House                      One- and Two-Family Dwelling:                      Industrial:  
Mercantile:                      Apartment:                      Educational:  
Day-Care:                      Detention and Correction:

Special Features: (check all that apply):    N/A

Parapet                      Mezzanine                      Stage                      Catwalk                      Courtyard  
Fireplace                      Emergency Generator                      Kitchen Hood Suppression System  
Fire Escape Stairs

**FIRE PROTECTION**

1. Fire Sprinkler System Installed:    Yes                      No                      N/A

2. Fire Detection and Notification System Installed (Commercial):    Yes                      No                      N/A

3. Smoke Alarms Installed (Residential):    Yes                      No                      N/A

4. Other Fire Suppression System Installed:

a. Kitchen Hood System:    Yes                      No                      N/A

b. Clean Agent:    Yes                      No                      N/A

(describe):

c. Other:    Yes                      No

(describe):

d. Fire/Smoke Dampers:    Yes                      No                      N/A

5. NPS Acceptance Forms Provided and Completed:

a. Aboveground Piping Acceptance Test Form (Form AS-5):    Yes                      No                      N/A

b. Underground Piping Acceptance Test Form (Form AS-4):    Yes                      No                      N/A

## **FIRE PROTECTION (cont'd)**

- c. Backflow Prevention Assembly Test Form (BF-1):    Yes            No            N/A
- d. Fire Alarm Record of Completion and Acceptance Form (FA-2):    Yes            No            N/A
6. Fire Alarm/Suppression System Monitored by a Listed Monitoring Center:    Yes            No            N/A

## **LIFE SAFETY**

1. Illuminated Exit Signs Installed:    Yes            No            N/A
2. Illuminated Exit Signs Working at Time of Inspection:    Yes            No            N/A
- a. Normal Mode:    Yes            No            N/A
- b. Emergency Mode:    Yes            No            N/A
3. Emergency Lighting Installed:    Yes            No            N/A
4. Emergency Lighting Units Working at Time of Inspection:
- a. Normal Mode:    Yes            No            N/A
- b. Emergency Mode:    Yes            No            N/A
5. Elevator Installed:    Yes            No            N/A
- a. Phase I and II Elevator Recall Working at Time of Inspection:    Yes            No
- b. Elevator Certificate Completed and Provided:    Yes            No
6. Door Self-closing Devices Working at Time of Inspections:    Yes            No            N/A
7. Adequate Exits from all Floors:    Yes            No            N/A
8. Means of Egress Properly Enclosed/Protected:    Yes            No            N/A
9. Proper Fire Walls/Barriers:    Yes            No            N/A
10. Penetration in Fire Rated Construction/Smoke Barrier Properly Sealed:    Yes            No            N/A
11. Fire/Smoke Dampers Working at Time of Inspection:    Yes            No            N/A
12. Fire Extinguishers Present:    Yes            No            N/A
- a. Fire Extinguishers Mounted Properly and have Certification Tag Affixed:    Yes            No
13. Extension Cords Being Used for Permanent Source of Power:    Yes            No

## **FACILITY OPERATIONS**

1. Signed and Current Emergency Operations Plan in Place:    Yes            No            N/A
2. Fire Suppression System Inspection, Testing and Maintenance Program Implemented:    Yes            No            N/A
3. Fire Alarm and Notification Inspection, Testing and Maintenance Program Implemented:    Yes            No            N/A
4. Fire Extinguisher Inspection, Testing and Maintenance Program Implemented:    Yes            No            N/A
5. Illuminated Exit Sign Inspection and Testing Program Implemented:    Yes            No            N/A

**FACILITY OPERATIONS (cont'd)**

6. Emergency Lighting Inspection and Testing Program Implemented:	Yes	No	N/A
7. Periodic Fire Drill Program Implemented:	Yes	No	N/A
8. All Circuit Breakers in Electrical Panels Clearly Labeled/Identified:	Yes	No	N/A
9. Provided thirty six (36) inch Clearance Around all Electrical Panels:	Yes	No	N/A
10. Occupancy Load Signs Posted:	Yes	No	N/A

**NOTES**


**DETERMINATION**

Occupancy Approved:

Occupancy in Part:\*

Occupancy Denied\*

*\* Explain in comment section above*

• **Occupancy Approved** - These are buildings or structures that are issued a Certificate of Occupancy because they the Authority Having Jurisdiction, or his/her designee, has inspected and approved all fire and life safety components of the project in question, and found these systems complete and in compliance with project requirements, and applicable fire and life safety codes and standards. This certificate does not remove the requirement of the owner/occupant to comply with the requirements of other codes, standards, or requirements for occupancy of said structure. Additional signage, controls and tenant improvement requirements may be under separate permits and separate Certificates of Occupancy.

• **Occupancy in Part** - These are buildings or structures with incomplete fire or life safety systems, or other critical components, or where only a portion of the building or structure are completed in compliance with project documents and applicable codes and standards. Additional actions are required by, park or contractor, before 'approved' CoO can be issued. The 'Occupancy in Part' certificate must be accompanied by a park Superintendent signed 'Memo to File' clarifying the systems/components impacted, the issue preventing compliance, the AHJ approved corrective action proposed, and a date by-which the park projects compliance to be achieved.

• **Occupancy Denied** - These are buildings or structures, or portions thereof, deemed noncompliant during the AHJ inspection, testing, and commissioning site visit. Further consideration of occupancy will require completion of agreed upon corrective actions, and second inspection, testing, and commissioning site visit.

**SIGNATURES**

Park Representative:

Date:

Signature:

Contracting Officer (or COR):

Date:

Signature:

Authority Having Jurisdiction (or designee):

Date:

Signature: