State of Kansas – Requirements for Occupancy Inspections

Department of Administration; OFPM-DCC

If you have any questions, please call 785-296-8899.

Required Shop Drawings – Fire Alarm / Fire Suppression

Fire alarm and fire suppression shop drawings for State construction projects are submitted to Design, Construction & Compliance (DCC). They are not submitted to Office of the State Fire Marshal (OSFM). DCC acts on behalf of OSFM, except for healthcare occupancies, and coordinates healthcare occupancy reviews with OSFM. Submittal procedure is as follows:

1. Shop drawings are to be submitted to Project Architect/Engineer. The Project Architect/Engineer will forward one copy to DCC when they have approved a complete submittal.
2. Complete submittal is outlined in Building Design Construction Manual (BDCM) - Part A – Chapter 4 (http://admin.ks.gov/offices/ofpm/dcc/bdcm) DCC will not accept or review partial submittals, only complete submittals will be reviewed unless prior approval is granted for phased projects.
3. DCC will issue Form 125 – Project Acceptance to Project Architect/Engineer when submittals are found acceptable. Project Architect/Engineer will forward acceptance to Contractor. Contractor is responsible to inform sub-contractor.
4. Installation of fire alarm and fire suppression systems is not to begin until Form 125 – Project Acceptance Record has been issued.
5. The accepted shop drawings are to remain on site and be available to DCC inspectors. Inspections can only be scheduled when Form 125 – Project Acceptance has been issued by DCC for fire alarm and/or fire suppression systems.

Required Code Inspections - The following outlines the responsibility of the contractor:

1. It is the responsibility of the Contractor to coordinate with the DCC inspectors to schedule required code inspections. The Owner (agency) and the Project Architect/Engineer are also to be contacted for all scheduled required code inspections. The Project Architect/Engineer has primary responsibility for inspections to determine compliance with the Contract Documents.
2. The required code inspections shall be coordinated with DCC inspector via individual cell telephones. All code inspection requests must be referenced by DCC Project number (A-000000). (see page 2 for telephone number) (Please note: The DCC inspector, at his discretion, may defer an inspection. The DCC inspector will inform the Contractor and Owner representative who will be performing the inspection.)
3. Telephone contact is to be a minimum of 3 work days prior to anticipated inspection. Inspection confirmation may occur via a calendar invite after telephone coordination. Failure to coordinate a scheduled inspection with a minimum of 3 work days may result in no inspection and subsequent denial of a Certificate of Occupancy.
4. Form 135 – Inspection Record will be issued by DCC inspectors for each required inspection. This record will be forwarded to the Owner. It is the responsibility of the Owner to forward to the Project Architect/Engineer and Contractor. The Inspection Record will indicate when the inspection is approved. If a deficiency is noted, it will be the responsibility of the Project Architect/Engineer to coordinate solution of the deficiency with the Contractor. Contractor shall correct all noted deficiencies as directed by the Project Architect/Engineer. Issuance of the Certificate of Occupancy is dependent on resolution of all deficiencies.
5. Code inspections (if component is included in the project) are required to be performed by DCC prior to covering work. These inspections include but are not limited to:

    a. **Construction Separation and/or Temporary Egress**
    Inspection of construction Separation and/or Temporary egress for work occurring in occupied building. Inspections are to occur prior to start of construction or demolition in construction area of building.
    b. **Footings and Foundations**
    In-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place before any concrete is placed or floor sheathing installed, including the subfloor.
    c. **Underfloor/Underslab**
    In-slab or under-floor reinforcing steel and building service equipment, conduit, piping accessories and other ancillary equipment items are in place but before any concrete is placed or floor sheathing installed, including the subfloor.
    d. **MEP Underground (not associated with underfloor/underslab)**
    Shall be made after trenches or ditches are excavated and bedded, piping installed and before any back fill is put in place.

e. **Framing**
Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wire, piped and ducats are approved (see in-wall below).

f. **In-Wall**
In-wall inspections shall be made after all sanitary, storm and water distribution piping is roughed in and fuel gas components and duct and mechanical components, and electrical components to be covered are installed and prior to the installation of wall membranes.

g. **Fire-resistive assemblies and fire-resistant penetrations**
Fire-resistive assembly inspections shall be made after gypsum board in fire-resistive assemblies, interior and exterior, are in place, but before any joints and fasteners are taped and finished. Fire resistant penetrations – Protection of joints and penetrations in fire-resistance-rated assemblies shall not be concealed from view until inspected and accepted (can also be done in conjunction with above ceiling inspection).

h. **Above Ceiling**
Shall be made after all sanitary, storm and water distribution piping, sprinkler piping, fuel gas components, duct/mechanical components, electrical and fire alarm components to be covered are installed, ceiling grid is installed and prior to the installation of ceiling membranes.

i. **Fire Alarm** (if new system or existing system modified)
Inspection cannot be scheduled if Project Acceptance for Fire Alarm shop drawings has not been issued by DCC. Checklist is to be completed during contractor pre-testing of system. This checklist is to be forwarded to DCC inspector prior to scheduling inspection. DCC inspection to be per NFPA 72*.

j. **Fire Suppression** (if new system or existing system modified)
Inspection cannot be scheduled if Project Acceptance for Fire Suppression shop drawings has not been issued by DCC. Required tests – per applicable NFPA* standard.

k. **Emergency Lighting**
This inspection is to be done in conjunction with above ceiling and emergency power inspections.

l. **Back-up (Emergency) Power Sources**
Testing of storage batteries, unit equipment or generator. Testing is to be done when emergency circuits and fixtures are complete. The testing shall initiate normal power failure and then retransfer back to normal power at conclusion of testing time.

m. **Fire Pump**
Inspected per NFPA 20*.

n. **Elevator**
Testing to be done when elevator installation is complete. (load testing and ADAAG verification)

o. **Roof inspections** (including tear-off, insulation, membrane placement, flashing)
Inspection to include: insulation placement, membrane (covering placement) and final (flashing, drainage, penetrations).

p. **Smoke Control Systems**
Witness special inspection and tests conducted to verify proper commissioning of the smoke control design in its final installed condition.

q. **Pressure testing of all piping**
Fuel gas piping testing per IFGC* and plumbing piping per IPC*.

r. **Locking Systems**
This testing to be done in conjunction with fire alarm test.

s. **Final Inspection for Occupancy and/ or Partial Occupancy** – see below for process.
Includes exit path and accessibility verification and shall be made when all active and passive life safety features and accessibility features are complete. Will include verification of exit path, accessibility and verification of completion of all other required tests.

*Versions of standards or codes used for inspection are as indicated on the construction documents. The minimum testing requirements may be increased per the construction documents.

Final Inspection for Occupancy and/or Partial Occupancy

For Final Inspection for occupancy and/or partial occupancy, the Owner (or his designee) must submit Form 120a – Request for Occupancy at least four weeks prior to construction completion or occupancy. Contractor shall inform Owner when he is within four weeks of completion or for projects less than 90 days, within one week of completion. DCC, within 48 hours, will review status of required submittals and indicate if the final inspection can or cannot be scheduled. If a final inspection cannot be scheduled, the Owner will be informed of items required to be completed. If final inspection can be scheduled, Form 102a - Request for Occupancy will indicate personnel required to be contacted. The Contractor will be copied on all Form 120a correspondence. Scheduling of DCC inspector shall be as indicated in items 1-3 above.

Health care occupancies such as state nursing homes, state hospitals and KUMED Hospital; childcare occupancies (licensed by KDHE); Department of Corrections occupancies; Kansas State Fair and Capital Improvement Projects for the Board of Regents require inspection by OFPM and OSFM or OSFM designee. The inspection is to be scheduled as a joint inspection with OFPM and OSFM. Owner or his designee is responsible to contact OSFM to schedule the inspection.

Owner(or his designee) is to provide OSFM final inspection approval paperwork.