



Pre-Construction Questionnaire



This list is an information tool Palm Beach County Fire Rescue is providing to you to assist you and your project. Please be advised it may not be all-inclusive and PBC Fire Rescue assumes no liability for any information not included in this checklist.

Civil Plans

- What is the occupancy of the project? Have plans and permits been reviewed by the builder?
- Fire Department access in and around the project. Knox padlocks may be required for all entry gates. www.knoxbox.com. Make sure when ordering you use PBC Fire Rescue as the AHJ, with the address of 405 Pike Road WPB.
- Civil plans must be a stamped set and available at the time of the first fire main underground inspection.
- All "Out of Service" hydrants must be bagged and indicate "Out of Service".
- All hydrants that are located outside of a temporarily fenced job site, a single gate must be installed for Fire Department Hose access.
- All construction projects, from inception to completion, must post the address of all buildings, visible from the road, with a minimum of 8" numbers.
- Stamped civil drawings (depicting the fire main underground) are to be inserted into a 4" PVC pipe attached to the wall beneath the FACP or in the riser room (along with the spare head cabinet).

Job Site Water Supply

- Once a project begins to go vertical, a viable (acceptable) water source is required. If hydrants are not within the required 400 feet to the structure, a water tanker must be installed per hydrant at the project. The minimum tank size is 20,000 gallons with signage visible upon approach that reads "FIRE WATER SUPPLY".
- The connection that the fire department will need to hook up to is a 4 ½" NH/NST male thread. It will need to be 24" off the ground and be accessible upon approach of the fire engine.
- Any piping used shall be metallic pipe listed for fire protection. In addition, "NO PARKING" signs will be required to maintain access to the fire water supply tank.
- Temporary signage.
- 13' 6" vertical clearance and 20 feet wide.
- Dead End roads in excess of 150' provided with approved provisions to turn around.
- Access roads to support a minimum of 72,000 lbs.
- Roads incapable of providing fire department access to be marked with signage to indicate "NO FIRE DEPARTMENT ACCESS".
- Address visible from the street. Building numbers/address on all the buildings.
- All fire lane access is to be monitored.
- Portable fire extinguishers are to be available within 75' within the structure when under construction. Extinguishers are to be certified (tagged) by a licensed company.
- NFPA 241.7.5.4.1- In all buildings over one story in height, at least one stairway shall be provided that is in usable condition at all times and that meets the requirements of NFPA 101.
- NFPA 241.7.5.4.2- This stairway shall be extended upward as each floor is installed in new construction and maintained for each floor still remaining during demolition.



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Job Site Water Supply Continued

- ***This request for a fire hydrant final needs to be emailed directly from the engineer. The engineer of record for the civil plans will need to send documentation of the following:**
- Bac T Test
- Pressure Test
- Health Dept. Release for Construction.

Fire Main Underground

- Fire Main Underground contractor must be Class I, II or V certified and provide proof of license at time of first inspection.
- If Contractor is using ductile iron, all bolts and restraints must be coated in a bituminous material, regardless of whether they are stainless or not.
- If Contractor is using C900 (PVC), all bolts and restraints must be coated in a bituminous material, regardless of whether they are stainless or not. Tracing tape must be installed approximately 18" above the pipe.
- There must be a minimum of 2 hours of pressure at 200lbs plus prior to our inspection.
- Fire Rescue will require the underground Contractor to verify the PSI of all bolts on the underground with a torque wrench. Manufacturers cut sheets for torque settings must be on site at time of inspection.
- Once the Fire Main Underground pressure/bolts have passed, the Fire Main Underground pressure will need to be called in again for Fire Rescue to witness the flush. The Fire Main Underground is not to be tied into the building riser until Fire Rescue has witnessed the flush. We will not accept photographs or video in lieu of witnessing this flush.
- All fire main underground inspections shall be scheduled under the projects primary permit and not under the fire sprinkler sub-permit.
- Copies of the final approved plans are required to be left on site at no later than the final building inspection.

Builder Questions

- What type of plywood/wood is being used in the project and is it fire retardant? Plywood along with building construction may dictate whether sprinklers are required for concealed combustible areas.
- Level means of egress out of all required exits. No more than ½" drop in commercial buildings.
- Stairwell railings must have a minimum of 2 ¼" from the wall to the inside of the railing.
- Once windows and doors have been installed, an RF scan must be performed to determine whether or not a BDA (Bi-Directional Antenna) is warranted. Results must be provided to PBC Fire Rescue for review. If a BDA is required, once passed by PBC Fire Rescue, a follow up RF scan is required with results forwarded to PBC Fire Rescue. No projected analysis will be accepted. Results must be sent to an Engineer for certification prior to being forwarded to Fire Rescue.



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Builder Questions Continued

- An Area of Refuge is required for all projects two or more stories. If the 1st floor unit is not located at a constantly attended location, it must be monitored by a central station. A minimum of 4 hours of backup battery power is required. Fire Alarm supervision is required for AC power loss to the unit.
- Is the Builder installing a Generator? Is the Generator a “required” Generator? What does it provide power to? If the Generator is a required Generator, a remote annunciator must be installed in a constantly attended location or well-traveled area.
- Is there access control in the building? What doors have it and what type of access control is being installed (free egress)? A separate primary/sub-permit is required for access control.
- Is the project “sectioned/phased” out? If not sectioned/phased out by the county or municipality, has the builder sectioned/phased it out internally? If so, Builder must provide detailed diagram detailing various sections/phases, preferably color-coded.
- If the permit is a Palm Beach County Permit, all sub-permits will receive their Fire Department Final at the time of the primary Final. There are no Fire Department Finals (302’s) on County sub-permits. If there are stand-alone permits, either with Palm Beach County or one of the municipalities in our jurisdiction, then each stand-alone permit will receive a Fire Department Final.
- Inspections are performed to reviewed (stamped) plans and not as-built plans
- Fire Inspection required at time of framing
- Stairwell railings (against the wall side) shall have a minimum of 2 ¼ inches between the wall and the inside of the railing. New handrail ends shall return to the wall or floor or shall terminate at newel posts.
- On sectioned/phased projects, it is preferable to Palm Beach County Fire Rescue that the Builder schedule both the fire framing and fire sprinkler above pressure together for the same section(s).
- On projects where there is a Safety Officer, upon PBC Fire Rescue arrival after being dispatched, the Safety Officer must meet First Responders with map/site plan detailing Fire Department access and on site water supplies.
- Only UL approved fire stopping, listed for the rated application, shall be accepted. Product must meet or exceed the rating of the wall.

Commercial Hood Suppression

- Wheel chocks shall be installed for all “protected wheeled appliances”.
- All “protected” appliances shall not be less than 6” from the inside edge of exhaust hood.
- If appliances are gas, verify the gas inspection passed. Gas must be turned on for inspection.

Fire Alarm

- Per Florida Statute 489.5185, **all** fire alarm technicians operating / testing a fire alarm system must be able to present a valid Fire Alarm System Agent (FASA) card upon demand.
- All devices must report to Central Station as device type, unless panel is a zone only FA panel.



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Fire Alarm Continued

- Surge protection required on all wires entering the fire alarm including SLC loop and external cellular dialer antenna. Antenna must also be grounded.
- The fire alarm must supervise the BDA, Area of Refuge, Generator, etc.
- Access panels for all duct detectors (which will report supervisory to fire alarm).
- CO detectors are required in all rooms that contain gas appliances, or any room with direct access to a garage.
- Water flows and tampers on buildings 2 or more stories must be ID'd per floor at both the panel and at central station.
- Fire Rescue requires that the Fire Alarm contractor pre-test the entire system prior to our inspection and provide printed test results the day of the inspection.
- Strobes shall not flash when silenced.
- Copies of the final approved fire alarm plans are to be left on site at no later than the final building inspection.
- HVAC Duct Detectors sharing common air space must shutdown globally.

Fire Sprinkler

- Ceilings are to remain open for all fire sprinkler relocates and above pressure tests.
- There must be a minimum of 2 hours at 200lbs plus of pressure prior to our inspection on all new fire sprinkler systems.
- The fire sprinkler test valve must have the correct sized orifice installed (smallest head) in order to test the water-flow device before the fire alarm test has been scheduled.
- Underground is not to be tied into the fire sprinkler riser until Palm Beach County Fire Rescue has witnessed the Underground Flush.
- Backflow OS&Y tamper switches must be weather rated per their mounting position.
- At the time of building final, FDC sign shall be installed along with hydraulic calculation plates, general information plate, spare head box and wrench.
- The Inspectors Test Valve (ITV) must have the proper sized orifice to properly test the water-flow.
- Copies of the final fire sprinkler plans are to be on site no later than the final building inspection.
- The stamped fire sprinkler plans are to be inserted into a 4" PVC pipe attached to the wall beneath the FACP or in the Riser room (along with the spare head box).
- An original current copy of NFPA 25 shall be left on site for the property owner or property owner's authorized representative. (No copy machine versions will be accepted due to copyright laws)



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Bi-Directional Antenna (BDA)

- An Rf Scan, if required by FSS 633.202(18a), shall be submitted to PBCFR for review via email @ Fire-BDA@pbc.gov
- The scan should be conducted once the building has been sealed. Roofs, all doors, windows and any other openings have been installed and closed. The test shall include a 20-point grid of the entire building.
- All scans shall include the SNR, FBER, Threshold settings and shall be graded. For specific frequencies contact the PBC Radio Division @ 561-233-0830
- Once reviewed by PBCFR and PBC Radio Division, you will be notified if a system is required or not.
- If required, follow the appropriate Building Dept. protocols to submit for a sub-permit.
- All BDA equipment shall be installed in accordance with the current edition of the Florida Fire Prevention Code, NFAP 1221 and the PBCFR Local Amendment.
- Fire Department inspection shall not be conducted until the PBC Radio Division has commissioned the system

Building Final Preparation

- Any consideration for a stocking permit or TCO must be called into our office. (561) 233- 0050
- Knox Box installed with keys to the facility.
- Roof truss sign for lightweight roofs and/or floors.
- Hydrant flow test along with a summary graph for all hydrants. Blue reflectors in road.
- Self-closing and latching of all stairwell doors as well as electrical/mechanical rooms, and all other required doors. No more than ¾" undercut on all doors.
- Labeling of all stairwell doors on the outside ground floor.
- 8" numbers for building address visible from the roadway.
- If an overtime inspection is requested, contractor must notify Fire Rescue Plan Review office either in writing or phone for approval. OT inspection fees are \$125 per hour/per permit/per Inspector, with a 3-hour minimum.
- Builder will verify all emergency/exit signs not only function on backup battery, but also the amount/location and orientation is consistent on all pages of the master plan (life safety plan, reflected ceiling plan and electrical plan). PBC Fire Rescue will enforce the most stringent plan regarding all required lighting.
- As of 01/01/2021, a Click2Enter will become the primary means of fire department access, with a Knox Key Switch as the secondary means of access. The Knox Key Switch shall be installed on the resident or passenger side of the entrance.
- Two sets of elevator keys will be provided for the Knox Box along with building master keys.
- Bollards installed around fire hydrants shall not be closer than 5 feet from the top stem of the hydrant.



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Plan Review/Construction Information