



LEON VALLEY

TEXAS
FIRE DEPARTMENT / EMS

6400 El Verde Rd. Leon Valley, Texas 78238 – 210-684-3219

This document will guide the certificate of occupancy applicant toward the successful completion of a fire inspection. The fire inspection is usually the last inspection to be successfully completed prior to the issuance of a certificate of occupancy. Prior to the fire inspection, all merchandise, furniture and office equipment should be in its place of use and the business should be near completion of set up (ready for operation).

The following is a generalized list that applies to most businesses in the local area. Some items on this list may not be required of your business depending on applicability.

- Address numbers (including suite numbers) on the building exterior and should be a minimum of 6 inches and a contrasting color. These numbers must be seen from a public street. (All businesses)
- Non-slip floor mat at interior front entrance is required for all occupancies. (All businesses)
- Maintain general occupancy cleanliness and remove unnecessary combustible material. (All)
- Repair/install exit signs and emergency lighting where required. (All businesses)
- Exit doors and exit access must be clear from obstructions. Exit doors must be unlocked during business hours. (All businesses)
- Extension cords/multi-outlet connectors should not be used as permanent wiring. (All businesses)
- Replace missing/broken electrical outlets covers/receptacles. (All businesses)
- Keep at least 36-inch clearance around all circuit breaker panels. (All businesses)
- Keep at least 36-inch clearance around the water heater. (All businesses)
- Provide an ABC type fire extinguisher that has been inspected/tagged by a licensed professional. The fire extinguisher must be mounted in a conspicuous place near an exit and must be mounted above 4 inches and no more than 60 inches from the floor surface. Your business may require more than one extinguisher. (All businesses)
- All gas cylinders should be secured to an immovable object. (If applicable)
- Fire alarm and/or sprinkler and/or kitchen fire suppression/hood systems should be inspected and tagged by a licensed professional within one year from the date of inspection. (If applicable)

Note: If your business requires a re-inspection or if there is a delayed inspection due to a lack of preparation or improper scheduling, a fee may be assessed to the applicant at the discretion of the Fire Marshal's office. Also, the Leon Valley Fire Department reserves the right to inspect any occupancy at any reasonable time in accordance with IFC 106.1 and 104.3.

Please feel free to contact my office for questions or clarification.

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