



Guidelines To A Successful Public Assembly Inspection

This checklist is provided to give you the opportunity to correct deficiencies in your facilities prior to a Public Assembly inspection. This list is not to be considered all-inclusive as each occupancy is different. If the items below are addressed, the inspection is more likely to pass and the Public Assembly permit can be issued.

1. Valid Occupancy Load Card posted on site.
2. Address numbers must be sized and posted on building side facing the street so that it is readily visible. Suite numbers must be posted on all other exterior doors if in a multi-occupancy building.
3. Fire Protection System(s) must maintain a passing annual inspection. The following are the common types of Fire Protection systems that may be in the occupancy.
 - a. Fire Sprinkler system
 - b. Fire Alarm
 - c. Kitchen Hood Extinguishing system
4. Proper type and number of fire extinguishers. Insure all extinguishers are inspected, certified and tagged annually by a qualified extinguisher company. Extinguishers should be mounted properly and indicating gauge showing a proper charge on the extinguisher.
5. All exits must be clearly indicated with approved illuminated exit signs.
6. Emergency Lighting operative.
7. A Knox Box is required if the occupancy has a monitored fire alarm and/or fire sprinkler system. This is a secure box mounted on the exterior of the building with keys inside that allow the fire department access to the building and any secure room(s) with a fire protection systems inside. Are the correct keys inside? If the keys need to be updated outside a PA inspection, please contact AFDKnox@austintexas.gov. AFD doesn't provide the keys.
8. The following are some common maintenance issues.
 - a. Improper use of extension cords
 - b. Compressed gas cylinders not secured properly
 - c. Electrical junction box lacking cover
 - d. Vacant electrical breaker slot lacking cover
 - e. Combustible materials stored in exits or under stairs
 - f. Ceiling tiles missing in space with fire sprinkler or area with smoke/heat detectors
 - g. Blocked exits
9. Only approved candles maybe used in an A-2 occupancy that requires a Public Assembly Permit. Please ask for clarification on what is acceptable if unsure.
10. Haz-Mat permit for storage/use of a hazardous materials such as propane and large quantities of CO2 must be obtained.

Failure of an inspection by any of the above items may result in a re-inspection fee