



Dallas County
Fire Marshal's Office
600 Commerce Street RM B-15 Dallas Texas 75202
Main: 214.653.7970 Fax: 214.653.6372



Dear Licensed Facility Applicants:

The Dallas County Fire Marshal's Office has been requested to conduct a Fire and Line Safety on your licensed facility. The following are general required items which will be examined during the inspection. Please have these items completed and/or on site at the time of inspection.

NOTICE OF INSPECTION FEES: Dallas County charges for inspections of private licensed facilities.

Once you have complied with these items listed below, you **MUST** send in the inspection fee by check or money order. No money will be received in the field by the inspection team. **NO EXCEPTIONS.** If you do not receive a call from our office within 5 days after receiving this notice and mailing in your inspection fees, please contact our office to confirm receipt of your fee and request an appointment. At that point, we can set an inspection date and time.

Foster/Adoptive Homes with 5 or less children the fee is \$75.00 per inspection. Foster/Adoptive Homes with 6 or more children fee is \$100.00. Small Home Day Cares, Group Homes, Residential Housing or Assisted Living Facilities with 10 or less, the fee is \$100.00 per inspection.

Payment: Make check or money orders payable to Dallas County
Attention: Robert De Los Santos-Fire Marshal
Dallas County Fire Marshal's Office
600 Commerce Street RM B-15 George Allen Courts Building
Dallas, Texas 75202

1. Fire Extinguisher: There must be at least one (1) #5 ABC all-purpose fire extinguisher accessible in the kitchen area. The minimum requirement for this unit is a **2A 10BC or larger units.** Other numbers which are in general classification are **2A 40BC, 3A 10BC, A 40BC.** These numbers may appear on the box or cylinder label as classification or a U.L. Rating. We have no objections to having more than one in your facility. If your facility is required to have an inspection every one or two years, then your fire extinguisher must have a yearly inspection and be tagged by a state licensed fire extinguisher company. These may be found in the yellow pages of phone directory or on internet.

2. Smoke Detectors: You must have either an electrical or battery type smoke detector in the hallway or in the area adjacent to any sleeping area. In addition we will require at least one (1) smoke detector inside the child or clients room for which your license covers. On multiple story dwellings, you must have smoke detection on all floor levels. The inspector may require additional detectors if deemed necessary for safety.

3. C.O. Detectors: If you have gas fueled appliances in or near sleeping areas, we strongly recommend installing one of these units per the manufacturer's installation requirements. In some cases the Inspector may require such unit for the protection of the clients do to the type and/or condition of the heating units.

4. Evacuation Plan: The Facility must have an evacuation plan draw out and posted in at least one location where it can be easily seen by clients. At a minimum this can be a hand drawn layout of the facility and have arrows showing the routes of escape.

5: Exits: There must be two (2) unblocked exits. A window can be used as a secondary exit and it must not be obstructed by furniture. One (1) bedroom window must open. Second floor escape ladders are recommended.

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6. Security Bars: If security bars, grills, grates and/or similar devices are used, they must be equipped with approved release mechanisms which are opened from the inside without the use of keys or special knowledge and/or effort. This means that there shall be at least one (1) window in all sleeping areas which can be opened as discussed above without the use of a key. An option is to change out bars without the opening devices, is to remove the bar completely. If you have any questions on this, please call our office before the Inspector comes out or we can discuss it at the time of inspection.

7. Electrical: Your electrical system will generally be checked for possible electrical hazards. These may include opening in panel face covers or uncovered electrical panel boxes, exposed wiring or splices in wiring, overloaded outlets, extension cords, etc. This portion of the inspection is not meant to bring your electrical system up to current code, but rather to help prevent a fire or an electrical short. Houses which will be housing young children (Foster/Adoptive homes) must have child safety covers on all electrical outlets not being used. Small household type extension cords should be avoided if possible. We recommend a fused multi-strip type outlet versus these cords. In certain occupancies, this is a safety requirement.

8. Space Heaters: You should closely follow manufacturer's recommendations in using both gas and electrical space heaters. This includes a proper clearance from combustibles and using gas heaters which are not vented to exterior. Heaters must be in good working condition and properly installed. Code requires all open flame gas heaters to be vented to exterior. In certain occupancies, open flame non-vented natural gas heaters may be prohibited or required to have new venting to exterior for occupant safety. The Inspector may allow an older type open flame (non-vented) heater, only if there is no other reasonable source of heat.

9: Gas Fired Appliances: These may include kitchen stoves, furnaces, wall heaters, space heaters, and/or similar devices. They must be in proper operating condition and must have fuel shut off valve on each appliance gas line, which is easily accessible from its access opening. Gas furnaces should be inspected and serviced yearly by licensed personnel. In certain occupancies, a yearly gas pressure test may be required by a licensed company. Gas water heaters, furnaces and heater units must be vented to exterior and may require a fresh air pipe into closed area. ***NOTE: Combustible material cannot be stored within the immediate area or within closets of an open flame device.***

10: Fireplace: Fireplaces must be in good working order. There must not be visible cracks or means for embers, fire or heat to escape and ignite surrounding combustible structural members or other combustible items. Draw screen must be on front to prevent embers from making contact with surrounding combustibles from the front of the unit. If your facility is to handle young children, you must have a durable protective screen across the front which prevents small children from reaching in or falling into the fire.

11: Chemicals: Flammable liquids, paints, insecticides, cleaning agents, drain cleaner, pool chemicals, etc.: must be stored in proper containers and in a safe place. If the facility has young children, you must install safety latches on all cabinets or doors where these types of chemicals are stored. You may also prevent hazards by placing these items on higher shelves out of the child's reach.

12: Swimming Pools: Hazard Prevention such as separation fence or security alarm and we can discuss this item during inspection. Generally you must provide safety measures for children. Pool chemicals and pump equipment must be properly stored and protected from the accessibility of children. Safety latches or locks must also prevent access to pool area and outside entry (street or alley).



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13: **Address:** You **MUST** have a proper address posted and readily visible from the street to be quickly identified by responding Fire, Ambulance, or Police personnel.

14: **Re-Inspection:** In some cases on minor violations or hazards, the Inspector shall have the option of having the applicant to mail/fax a copy or certification document that hazard has been corrected. If the Inspector feels that there is a need to come back to re-inspect, the applicant must complete the correction and call for a re-inspection. The inspection will not be cleared or approved until the Inspector signs off on the inspection. The first re-inspection is at no charge. The second one and after is a \$35.00 fee that will be assessed for each re-inspection.

Thank you,

Robert De Los Santos
Dallas County Fire Marshal

Last updated October 2015

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