



**Dallas County
Fire Marshal's Office
500 Elm Street, Suite 0500
Dallas, TX 75202
Main: 214.653.7970**



FIRE AND LIFE SAFETY INSPECTION NOTICE

Dear Licensed Facility Applicant:

The Dallas County Fire Marshal's Office has been requested to conduct a fire and life safety inspection of your licensed facility. The following items are general requirements that may be examined during the inspection. Please ensure that applicable items are completed and that required equipment and documentation are available at the time of inspection.

Inspection Fees and Scheduling

Inspection fees are required for private licensed facilities. After you have addressed the applicable items listed in this notice, submit the inspection fee by check or money order. Inspectors cannot accept payment in the field. No exceptions.

If you do not receive a call from our office within five (5) days after receiving this notice and mailing your inspection fee, please contact our office to confirm receipt of payment and request an appointment. An inspection date and time can then be scheduled.

For a foster home inspection, the requesting agency must also provide a letter on agency letterhead requesting the inspection. The letter must include the foster home's name, address, and telephone number.

Facility Type	Fee per Inspection
Foster/adoptive homes with six (6) or fewer children	\$75.00
Foster/adoptive homes with seven (7) or more children	\$100.00
Small home day cares, group homes, residential housing, or assisted living facilities with ten (10) or fewer occupants	\$100.00

Payment Instructions

Payments we accept online, instead of mailing in. **Our office no longer accepts in person cash payments.**

1. Go to: DALLASCOUNTY.ORG
2. Then: FIRE MARSHAL
3. THEN: MAKE FIRE MARSHAL PAYMENTS
4. Invoice number is Foster/Adoption Home Inspection (as much as field allows)
5. Project address is complete address of home (as much a field allows)



**Dallas County
Fire Marshal's Office
500 Elm Street, Suite 0500
Dallas, TX 75202
Main: 214.653.7970**



1. Fire Extinguishers: At least one (1) ABC-rated, multipurpose fire extinguisher must be readily accessible in the kitchen area. The minimum required rating is 2A:10BC or larger. Other ratings may include 2A:40BC, 3A:10BC, or A:40BC; check the classification or UL rating on the label. Additional extinguishers are permitted. If the facility is subject to annual or biennial inspections, the extinguisher must be inspected annually and tagged by a state-licensed fire extinguisher company.

2. Smoke Detectors: Install either hardwire or battery-operated smoke detectors in the hallway or area adjacent to each sleeping area. At least one smoke detector must also be installed inside each child's or client's room covered by the facility license. In multi-story dwellings, smoke detection is required on every floor. The inspector may require additional detectors when necessary for safety.

3. Carbon Monoxide (CO) Detectors: If gas-fueled appliances are in or near sleeping areas, installation of a CO detector is strongly recommended and should follow the manufacturer's instructions. The inspector may require a detector based on the type or condition of the heating equipment and the safety needs of the occupants.

4. Evacuation Plan: Post an evacuation plan in at least one clearly visible location for clients or occupants. At a minimum, the plan may be a hand-drawn layout of the facility showing evacuation routes and exits.

5. Exits: Provide two (2) unblocked means of exit. A window may serve as a secondary exit if it is accessible and not blocked by furniture or other items. At least one bedroom window must open. Escape ladders for second-floor windows are recommended.

6. Security Bars: Security bars, grills, grates, or similar devices must have approved release mechanisms that can be operated from the inside without a key, special knowledge, or excessive effort. At least one window in each sleeping area must be openable from the inside without a key. Where release mechanisms are not provided, removing the bars may be an option. Contact the Fire Marshal's Office with questions before the inspection.

7. Electrical Safety: The electrical system will be checked for potential hazards, including missing panel covers, uncovered electrical panels, exposed wiring or splices, overloaded outlets, and extension-cord hazards. This review is intended to identify fire and electrical risks; it is not intended to bring the entire electrical system up to current code. In foster/adoptive homes housing young children, install child-safety covers on unused electrical outlets. Avoid small household extension cords when possible. A fused multi-outlet power strip may be a safer alternative where appropriate. Additional requirements may apply to certain occupancies.

8. Space Heaters: Use gas and electric space heaters in accordance with the manufacturer's instructions, including required clearances from combustible materials. Heaters must be properly installed and in good working condition. Open-flame gas heaters must be vented to the exterior where required by applicable code. Unvented natural gas heaters may be prohibited in some occupancies or may require exterior venting. An inspector may consider an older unvented open-flame heater only when no other reasonable heat source is available and applicable requirements allow it.

9. Gas-Fired Appliances: Gas-fired appliances—including stoves, furnaces, wall heaters, and space heaters—must be in proper operating condition. Each appliance gas line must have an accessible shutoff valve. Licensed personnel should inspect and service gas furnaces annually. Certain occupancies may require an annual gas-pressure test from a licensed company. Gas water heaters, furnaces, and heating units must be vented to the exterior where required and may need a fresh air supply. Do not store combustible materials near open-flame appliances or in closets containing such appliances.

10. Fireplaces: Fireplaces must be in good working condition, without visible cracks or openings that could allow embers, fire, or heat to ignite surrounding combustible materials. A fireplace screen must be in place to prevent embers from escaping. Facilities serving young children must have a durable protective barrier that prevents children from reaching into or falling into the fireplace.



**Dallas County
Fire Marshal's Office
500 Elm Street, Suite 0500
Dallas, TX 75202
Main: 214.653.7970**



11. Chemicals and Flammable Materials: Flammable liquids, paints, insecticides, cleaning products, drain cleaners, pool chemicals, and similar items must be stored in appropriate containers in a safe location. In facilities serving young children, install safety latches on cabinets or doors where these products are stored, or keep them secure and out of children's reach.

12. Swimming Pools: Appropriate safeguards must be provided to protect children from pool hazards. Depending on the facility, safeguards may include a separation fence, security alarm, and secured access to the pool area and exterior entries leading to a street or alley. Pool chemicals and pump equipment must be stored securely and kept inaccessible to children. Safety latches or locks must prevent unauthorized access to the pool area. Discuss site-specific requirements with the inspector.

13. Address Identification: The facility's street address must be properly posted and clearly visible from the street so the responding fire, ambulance and police personnel can quickly identify the property.

14. Re-Inspections: For minor violations or hazards, the inspector may allow the applicant to submit a copy or certification document by mail or fax showing that the hazard has been corrected. If an on-site re-inspection is required, correct the issue and contact the office to schedule it. The inspection will not be approved or cleared until the inspector signs off. The first re-inspection is free of charge. Each second and subsequent re-inspection will incur a \$35.00 fee.

Thank you,

Robert De Los Santos
Dallas County Fire Marshal

REVISED OCT 2026