



Necessary Information We Need From You

1. If you own: We need proof of ownership
2. If you rent: We need a copy of lease agreement or receipt for rent
RECEIPTS MUST SHOW NAME & ADDRESS.
3. Copy of applicant's identification

Fees required to obtain service

1. \$100.00 Inspection Fee
2. \$30.00 Connection Fee
3. \$ _____ Deposit Fee depending on meter size

Someone will need to be present for the inspection _____ at _____ am/pm.

Someone will need to be present for water to be connected _____ at _____ am/pm.

Información necesaria que Nosotros Necesitamos De Usted

1. Si usted posee: Nosotros necesitamos prueba de propiedad.
2. Si usted alquilara: Nosotros necesitamos una copia de acuerdo del arriendo o recibo para renta.
DEBA TENER EL NOMBRE & LA DIRECCION EN LOS RECIBOS.
3. La copia de la identificación de solicitante.

Las cuotas exigieron obtener el servicio

1. \$100.00 Cuota de la inspección
2. \$30.00 Cuota de conexión
3. \$ _____ Cuota del depósito metros, dependiendo de tamaño

Alguien necesitara estar presente para la inspección _____ a _____ am/pm.

Alguien necesitara estar presente para el agua ser conectado _____ a _____ am/pm.



Service Address: _____

Date: _____

Business

Name of Business:		Business Phone:
Mailing Address:		Fax Number:
City, State, ZIP		Hours of Operation:
Type of Business:	Previous Use of Structure:	
# of Occupants:	# of Off Street Parking:	# Handicapped Spaces:
Zoned:	Schedule of Use:	Date of Occupation:

Name of Owner:	Owner's Phone:
Home Address:	City, State, Zip:
D.L. #:	S.S. #:

Alarm Company:	Alarm Co. Phone:
Emergency Contact:	Emergency Phone:

	Yes	No	N/A	?
1. Does Structure have a building number displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will there be any hazardous chemicals, materials, or processing being done at this location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your business produce excess noise, dust, or odord?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you request confidentiality of your "personal information"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to number 2 or 3, please explain in a separate page.

By signing this application, I acknowledge and understand that failure to pay the utility bills by the due date will incur a late fee of \$15.00. If the utility bill is not paid within 15 days of the due date, service shall be discontinued. Service will be restored only after payment of all charges, service fees and deposit (if applicable) are paid in full. (Utility Ordinance Section 23). In the event the customer's account is referred for outside collection assistance, customer agrees to pay all reasonable collection costs, attorney fees and those of authorized agents. _____ / _____ (Please initial.)

Signature _____ Title _____ Date _____

OFFICE USE ONLY:	Own _____	Rent _____	Account# _____
Receipt # _____	Deposit _____		Copy of ID _____
Rec'd by: _____	Deposit Posted: _____		Copy of Lease/Ownership _____
Date Paid: _____	Deposit trans from _____		
Passed Inspection: _____	Checked for unpaid balances _____		



The Kaufman Fire Department, Fire Prevention Division is tasked with inspecting new and existing buildings within the City of Kaufman. The main focus when performing Fire Inspections is the Life Safety and subsequently building/property safety. The main goals of the Fire Inspections are to identify and correct fire code violations and educate owners and operators about fire and life safety.

This flyer identifies the top 10 deficiencies found during Fire Inspections

Please review the attached detailed checklist and correct any potential deficiencies prior to your inspection: this will help you pass your inspection and make your building safer year-round.

Kaufman Fire Department

301 South Madison

Kaufman, Texas 75142

972-932-3538 administration line

Are You Ready For Your Fire Inspection?



KAUFMAN FIRE DEPARTMENT

301 S MADISON

KAUFMAN, TEXAS 75142

972-932-3538 FIRE ADMINISTRATION

Top Ten Fire Code Violations

- Street address must be clearly marked and visible (in contrasting color) from the street fronting the property.
- Fire hydrants located on your property must be visible and accessible at all times, with three feet of clearance on all sides and no parking within 15 feet unless regulatory signs allow closer.
- Exit doors must open easily from the inside. Locking mechanisms on doors shall not require special knowledge or keys. The only exception is a main storefront door with a sign above that reads, "This door to remain unlocked when building is occupied."
- Aisles, walkways, stairways, and paths leading to exits must be clear of storage and obstructions.
- Emergency lights and exit signs (that are lighted from within) must work properly and function in both normal and emergency power modes. Lighted exit signs must be lit at all times.
- Electrical outlets, junction boxes, and circuit breaker panels must be covered, and outlets and junction boxes must have the appropriate cover plate.
- Electrical extension cords cannot be used as a substitute for permanent wiring. Extension cords are only approved for "temporary use" (operating a vacuum cleaner, powering a tool while making a repair, etc.). Multi-outlet power strips, with built-in circuit breakers may be used to protect computers and related equipment.
- Fire extinguishers must be visible, readily accessible, and serviced every 12 months. For information on servicing,
- Fire sprinkler and fire alarm systems must be serviced and tested every 12 months by an fire protection contractor.
- Fire suppression systems for commercial cooking operations (hood systems) must be serviced and tested every 6 months by a licensed fire protection contractor.

BUSINESS OR BUILDING OWNER PRE-INSPECTION CHECKLIST

OK	NO	Building Exterior
		Natural gas meters are protected from vehicle impact.
		Propane or fuel storage & dispensers protected from vehicle impact.
		Combustible storage is clear of the structure and not under exit stairs.
		Exit stairways in good repair.
		Exits and exit paths from the structure to the public way are unobstructed.
		Emergency exit discharge lighting present and working.
		Outside dumpsters are kept at least 5 feet away from combustible walls, windows, doors, overhangs and lid kept closed.
		Combustible ground cover (bark dust) is clear of discarded cigarettes.
		Provisions for safe cigarette disposal are provided.
		Dryer lint traps and vents are clear of lint build-up if applicable.
		Electrical outlets and electrical connections are in good condition.
		Exterior water flow alarm has a sign stating "CALL 911".
		Exterior doors to fire alarm panel, sprinkler risers & electrical room are labeled.

OK	NO	Building Interior & Common Areas
		Hallways and corridors are clear and unobstructed for exiting.
		Emergency lighting tested and working. Smoke Detectors installed and working
		Exit signs present and illuminated exit signs are functional.
		Exit doors open from the inside without the use of key, special knowledge or effort.
		Exit ways and doors are unlocked when building is occupied
		Main door has a sign inside above the door stating "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED." You won't need this sign with approved panic hardware that unlocks the door for exiting.
		Combustible material is not stored in boiler rooms, mechanical rooms or electrical equipment rooms
		Combustible storage maintained at least 2 feet below the ceiling or 18 inches below sprinkler heads.
		Compressed gas containers, cylinders and tanks are secured to prevent falling
		Fire rated, self-closing doors close completely and latch (not propped open).
		Electrical outlets and electrical connections are in good condition.
		Interior finishes (Sheetrock, floors, ceiling) are in good condition.
		Minimum of one size 2A:10BC or larger portable fire extinguisher mounted within 75 feet of travel from anywhere on the same floor.
		Interior doors to fire alarm panel, sprinkler risers & electrical room are labeled.

OK NO Electrical

		A working space of not less than 30 inches wide (or width of equipment), 36 inches deep and 78 inches high is provided in front of electrical service equipment. No storage within this designated work space.
		Multi-plug power taps are listed and equipped with over-current protection.
		Multi-plug power taps are directly connected to a permanently installed receptacle. (not to an extension cord or another power tap)
		Multi-plug power tap cords and extension cords do not extend through walls, ceilings, floors, under doors or floor coverings, and are not subject to environmental or physical damage.
		Use of extension cords limited to one portable appliance per cord and plugged directly into an electrical outlet.
		Extension cords and flexible cords are not used as a substitute for permanent wiring
		Heat producing appliances have proper clearances from combustibles.

OK NO Cooking

		A Class K fire extinguisher is mounted within 30 feet of commercial cooking equipment where vegetable or animal oils are used.
		Commercial cooking hood and duct fire protection systems semi-annual inspection, testing & maintenance report is current and available on site.
		Hoods, grease removal devices, fans, ducts and other appurtenances are cleaned to bare metal. Cleaning has been recorded, and records state the extent, time and date of cleaning. Records are maintained on premises. Maximum frequency is 6 months. More frequent inspection & cleaning may be required.

OK NO Accessory Uses

		Storage area interior finish (sheetrock, floors, ceiling) have no damage creating penetrations.
		Storage of chemicals and flammable combustible liquids in compliance with the fire code.
		Boiler, furnace and mechanical rooms free from combustible storage.
		Storage type and building use has not changed from what was originally approved or the Fire Marshal has been consulted or the change was completed under a permit from the City.
		Meeting rooms (if greater than 49 person capacity) have 2 unobstructed exits, exit signs and a posted occupant load.

OK		NO	Fire Protection
			Fire hydrants unobstructed with a minimum of 3 feet clear space around each.
			Fire Department Connections (FDC) visibly and physically unobstructed.
			FDC caps in place (if missing maintenance is required).
			Annual inspection & test report is for fire sprinkler system is current and available.
			Annual inspection & test report is for fire sprinkler monitoring system and/or fire alarm system is current and available.
			Fire protection systems & components are in operative condition and all needed repairs are completed.
			Access to fire alarm panel and sprinkler riser is clear and unobstructed.
			Fire extinguishers are visible and accessible & mounted.
			Fire extinguishers, where visually obstructed, an approved means is provided to indicate its location.
			A minimum of one 2A-10:BC portable fire extinguisher is provided within 75 feet of travel distance from anywhere in the business on each floor.
			Fire extinguishers are serviced and equipped with an annual inspection tag from a qualified company.

OK		NO	Fire Department Access
			Driveways (fire lanes) unobstructed with a 20 foot minimum width and a 13.5 foot minimum clearance height.
			Fire lane markings or signs in good condition and enforced.
			Address numbers and suite numbers visible for emergency response.
			Fire Department Knox box in place when required and keys for common areas, fire protection equipment and roof access are current.

These are just the basics; other fire code issues may be identified during the Fire Marshal inspection

DATE: _____



COMMERCIAL WATER/WASTEWATER EMERGENCY NOTIFICATION FORM

This form is designed to assist the Kaufman Water Department in notifying your business in the event of emergency water shut off or a major sewer stoppage. The information below will allow the department to notify your business prior to an emergency allowing you time to prepare. Also, to insure the absolute minimum amount of down time for your business.

Name of Business

Address of Business

Business Phone

Owner/Manager

Three persons to contact in case of an emergency. Please list name and phone number.

(1) _____
Name

Phone

(2) _____
Name

Phone

(3) _____
Name

Phone

If your business operates with more than one shift please list a contact person per each shift.

Please list any machinery or equipment that requires water to operate.



Kaufman Fire Department

301 S. Madison Street
Kaufman Texas 75142

Phone: 972-932-3538

FAX: 972-932-1367

Dear Kaufman Business Owner,

The Kaufman Fire Department is requesting Emergency Contact Information for your business. The information received is put into the fire departments data base. This way in the event of an emergency, the fire department has a way to contact a responsible party for the location. We are making sure with the growth of the Kaufman area that we have updated information.

Please complete this form and return to the Kaufman Fire Department by:

- Dropping off at the Fire Department or City Hall.
- Mailing back to: Attn: Kaufman Fire Department, 301 S. Madison Street, Kaufman Texas 75142
- Faxing back: 972-932-1367
- Call for pick-up - 972-932-3538

If you have any further questions please contact us.

Thank you for your assistance,
Fire Chief Eddie Brown



Kaufman Fire Department

301 S. Madison Street
Kaufman Texas 75142

Phone: 972-932-3538

FAX: 972-932-1367

Pre-Fire Plan Data Entry Form

Date: _____

Fire Department/District: **Kaufman Fire Rescue**

Business Name: _____

Address: _____ Bldg/Suite #: _____

City: Kaufman Phone #: _____

Type of Business: _____ Dept. Map Page #: _____

Owner Name: _____ Phone #: _____

Manager Name: _____ Phone #: _____

Other Name: _____ Phone #: _____

Nearest Cross-Street is: _____

Location of Heating: _____

Type of Heat: Natural Gas LPG

Electrical Shutoff Location: _____ Alarm Panel: _____

Basement: YES NO Remarks: _____

Elevator: YES NO Remarks: _____

Knox Box: YES NO Remarks: _____

F.D.C.: YES NO Remarks: _____

Standpipes: YES NO Remarks: _____

Sprinkler System: YES NO Remarks: _____

of Sprinkler Risers: _____ Remarks: _____

Location of Sprinkler Controls:

Location of Water Shutoff Valves:

Location of Alarm Main: _____



Kaufman Fire Department

301 S. Madison Street
Kaufman Texas 75142

Phone: 972-932-3538

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Dear Business Owner,

The following you will find a graph sheet in which we are requesting you draw the outline of your business. This will help us in case of an emergency should one arise. Please show the location of the following items in your drawing,

1. Doors and windows
2. Power Shutoff
3. Gas/LPG Shutoff
4. Sprinkler Connection
5. Fire Alarm Panel
6. Non-Usable Doors or Windows
7. Any Special Hazards (Explosives, Chemicals, Etc.)

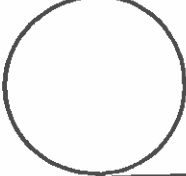


Kaufman Fire Department

301 S. Madison Street
Kaufman Texas 75142

Phone: 972-932-3538

FAX: 972-932-1367

Direction 	Address:		PRE-PLAN #
	Name of Occupancy:	DISTRICT	



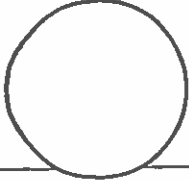
Kaufman Fire Department

301 S. Madison Street
Kaufman Texas 75142

Phone: 972-932-3538

FAX: 972-932-1367

PRE-INCIDENT PLAN DIAGRAM

Direction 	Address:		PRE-PLAN #
	Name of Occupancy:	DISTRICT	

Commercial Inspections

Address posted on front of the building with minimum 6" numbers

Knox Box if required by Fire Dept., mounted

Exits lights or signs, working based on occupancy type and occupancy load

Proper number of fire extinguishers (mounted and tagged) Minimum size 5 # ABC with 2A40BC rating, kitchens required min of 6 liter K class. All inspected by license extinguisher company

Smoke detectors working and mounted all occupancies with or without alarm system

Fire Alarm System , if required will be based on size and type of occupancy as required by I.F.C. all systems must have current inspection by licensed company and in working condition.

Sprinkler System, if required tagged by licensed company and in working condition.

Kitchens (Restaurants) Fire Systems Vent-a-Hood must be working and have current inspection from licensed extinguisher company

K Class fire extinguisher required in kitchen area mounted and tagged by licensed extinguisher company

Covers on all electrical outlets and boxes, no exposed wiring and electrical system must meet National Electric Code.

Breaker Boxes not obstructed and no flammables in area min. 36inch clearance

Working Emergency Lighting as required by code

this is a general list of items required. Their could be additional items or construction needed depending on class of occupancy-business.

503.2.4 Turning radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.

503.2.5 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (45 720 mm) in length shall be provided with an approved area for turning around fire apparatus.

503.2.6 Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with *AASHTO Standard Specification for Highway Bridges*. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs or both shall be installed and maintained when required by the fire code official.

503.2.7 Grade. The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus.

503.3 Marking. Where required by the fire code official, approved signs or other approved notices shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. Signs or notices shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.

503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times.

503.5 Required gates or barricades. The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other accessways, not including public streets, alleys or highways.

503.5.1 Secured gates and barricades. When required, gates and barricades shall be secured in an approved manner. Roads, trails and other accessways that have been closed and obstructed in the manner prescribed by Section 503.5 shall not be trespassed on or used unless authorized by the owner and the fire code official.

Exception: The restriction on use shall not apply to public officers acting within the scope of duty.

503.6 Security gates. The installation of security gates across a fire apparatus access road shall be approved by the fire chief. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times.

**SECTION 504
ACCESS TO BUILDING OPENINGS AND ROOFS**

504.1 Required access. Exterior doors and openings required by this code or the *International Building Code* shall be main-

tained readily accessible for emergency access by the fire department. An approved access walkway leading from fire apparatus access roads to exterior openings shall be provided when required by the fire code official.

504.2 Maintenance of exterior doors and openings. Exterior doors and their function shall not be eliminated without prior approval. Exterior doors that have been rendered nonfunctional and that retain a functional door exterior appearance shall have a sign affixed to the exterior side of the door with the words **THIS DOOR BLOCKED**. The sign shall consist of letters having a principal stroke of not less than 0.75 inch (19.1 mm) wide and at least 6 inches (152 mm) high on a contrasting background. Required fire department access doors shall not be obstructed or eliminated. Exit and exit access doors shall comply with Chapter 10. Access doors for high-piled combustible storage shall comply with Section 2306.6.1.

504.3 Stairway access to roof. New buildings four or more stories in height, except those with a roof slope greater than four units vertical in 12 units horizontal (33.3 percent slope), shall be provided with a stairway to the roof. Stairway access to the roof shall be in accordance with Section 1009.12. Such stairway shall be marked at street and floor levels with a sign indicating that the stairway continues to the roof. Where roofs are used for roof gardens or for other purposes, stairways shall be provided as required for such occupancy classification.

**SECTION 505
PREMISES IDENTIFICATION**

505.1 Address numbers. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

505.2 Street or road signs. Streets and roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained until replaced by permanent signs.

**SECTION 506
KEY BOXES**

506.1 Where required. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official.

506.1.1 Locks. An approved lock shall be installed on gates or similar barriers when required by the fire code official.

506.2 Key box maintenance. The operator of the building shall immediately notify the fire code official and provide the

new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box.

Knobox.com

SECTION 507 HAZARDS TO FIRE FIGHTERS

507.1 Trapdoors to be closed. Trapdoors and scuttle covers, other than those that are within a dwelling unit or automatically operated, shall be kept closed at all times except when in use.

507.2 Shaftway markings. Vertical shafts shall be identified as required by this section.

507.2.1 Exterior access to shaftways. Outside openings accessible to the fire department and which open directly on a hoistway or shaftway communicating between two or more floors in a building shall be plainly marked with the word **SHAFTWAY** in red letters at least 6 inches (152 mm) high on a white background. Such warning signs shall be placed so as to be readily discernible from the outside of the building.

507.2.2 Interior access to shaftways. Door or window openings to a hoistway or shaftway from the interior of the building shall be plainly marked with the word **SHAFTWAY** in red letters at least 6 inches (152 mm) high on a white background. Such warning signs shall be placed so as to be readily discernible.

Exception: Marking shall not be required on shaftway openings which are readily discernible as openings onto a shaftway by the construction or arrangement.

507.3 Pitfalls. The intentional design or alteration of buildings to disable, injure, maim or kill intruders is prohibited. No person shall install and use firearms, sharp or pointed objects, razor wire, explosives, flammable or combustible liquid containers, or dispensers containing highly toxic, toxic, irritant or other hazardous materials in a manner which may passively or actively disable, injure, maim or kill a fire fighter who forcibly enters a building for the purpose of controlling or extinguishing a fire, rescuing trapped occupants or rendering other emergency assistance.

SECTION 508 FIRE PROTECTION WATER SUPPLIES

508.1 Required water supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.

508.2 Type of water supply. A water supply shall consist of reservoirs, pressure tanks, elevated tanks, water mains or other fixed systems capable of providing the required fire flow.

508.2.1 Private fire service mains. Private fire service mains and appurtenances shall be installed in accordance with NFPA 24.

508.2.2 Water tanks. Water tanks for private fire protection shall be installed in accordance with NFPA 22.

508.3 Fire flow. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method.

508.4 Water supply test. The fire code official shall be notified prior to the water supply test. Water supply tests shall be witnessed by the fire code official or approved documentation of the test shall be provided to the fire code official prior to final approval of the water supply system.

508.5 Fire hydrant systems. Fire hydrant systems shall comply with Sections 508.5.1 through 508.5.6.

508.5.1 Where required. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 400 feet (122 m) from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the fire code official.

Exceptions:

1. For Group R-3 and Group U occupancies, the distance requirement shall be 600 feet (183 m).
2. For buildings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2, the distance requirement shall be 600 feet (183 m).

508.5.2 Inspection, testing and maintenance. Fire hydrant systems shall be subject to periodic tests as required by the fire code official. Fire hydrant systems shall be maintained in an operative condition at all times and shall be repaired where defective. Additions, repairs, alterations and servicing shall comply with approved standards.

508.5.3 Private fire service mains and water tanks. Private fire service mains and water tanks shall be periodically inspected, tested and maintained in accordance with NFPA 25 at the following intervals:

1. Private fire hydrants (all types): Inspection annually and after each operation; flow test and maintenance annually.
2. Fire service main piping: Inspection of exposed, annually; flow test every 5 years.
3. Fire service main piping strainers: Inspection and maintenance after each use.

508.5.4 Obstruction. Posts, fences, vehicles, growth, trash, storage and other materials or objects shall not be placed or kept near fire hydrants, fire department inlet connections or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately discernible. The fire department shall not be deterred or hindered from gaining immediate access to fire protection equipment or fire hydrants.

508.5.5 Clear space around hydrants. A 3-foot (914 mm) clear space shall be maintained around the circumference of fire hydrants except as otherwise required or approved.

508.5.6 Physical protection. Where fire hydrants are subject to impact by a motor vehicle, guard posts or other approved means shall comply with Section 312.