

Administrative Rule 9.07.07

<p>SUBJECT:</p> <p>PARTIAL/PHASED OCCUPANCY, OCCUPANCY DURING CONSTRUCTION AND TEMPORARY CERTIFICATES OF OCCUPANCY</p>	<p>EFFECTIVE DATE:</p> <p>October 21, 2007</p>
<p>REFERENCES:</p> <p>2006 Seattle Fire Code SFD Administrative Rule 9.06.07 Out-Of-Service Fire Alarm, Standpipe, Fire Sprinkler and Emergency Alarm Systems</p>	<p>SUPERSEDES:</p> <p>Administrative Rule 9.07.04 Partial /Phase Occupancy During Construction and Temporary Certificates of Occupancy, August, 2004</p> <p>FCAB REVIEW DATE:</p> <p>May 15, 2007</p>
<p>NOTICE: Notice: Administrative Rules are established per 2006 Seattle Fire Code Section 104.1, and they are subject to the Administrative Sections 104.9 Alternate Materials and Methods, Section 104.8 Modifications, and Section 108.1 Appeals.</p>	<p>APPROVED:</p> <p>_____</p> <p>KENNETH TIPLER, FIRE MARSHAL</p>

SCOPE

This Administrative Rule provides the requirements for obtaining a Seattle Fire Department recommendation to the Department of Planning and Design (DPD) for the issuance of a Temporary Certificate of Occupancy (TCO) to allow partial and phased occupancy of buildings being newly constructed; and requirements to provide for the safety of occupants in existing buildings undergoing remodel.

GENERAL

The basic premise for safe occupancy of buildings, whether newly constructed or under remodel, is that all required fire and life safety systems must be complete and functioning throughout the building; including areas to be occupied, vacant areas, and (whenever practicable) areas still under construction.

New buildings must be issued a Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO) by DPD before they may be occupied. Existing buildings under remodel do not require a new CO or TCO, unless there is a change in the occupancy classification.

PARTIAL/PHASED OCCUPANCY DURING CONSTRUCTION AND OCCUPANCY DURING REMODEL

Conditions that must be met for a TCO recommendation for partial/phased occupancy and continued occupancy of existing buildings undergoing remodel are listed below under REQUIREMENTS.

REQUIREMENTS

1. All required fire and life safety systems must be inspected, acceptance tested, and be functional in all areas to be occupied (or alternative arrangements made and approved by the Fire Marshal). Required fire and life safety systems may include:
 - Fire Alarm Systems
 - Automatic Sprinkler Systems (and any associated fire pumps)
 - Standpipe Systems (and any associated pressure regulating valves)
 - Rangehood Extinguishing Systems
 - Emergency Generators
 - Shaft Pressurization Systems
 - Fire Fighter Phone Systems (for high rise buildings)
2. Vacant areas must have approved sprinkler coverage and at least one fire alarm notification appliance in buildings required to have sprinkler and fire alarm systems.
3. No occupancy is permitted over an unsprinklered portion of a building that is required to be fully sprinklered. Occupancy of the lower floors of a building (even where the upper floors are in various stages of construction and may be lacking sprinkler protection) is allowed, provided the following conditions are satisfied:
 - a) The sprinkler protection for the lower occupied floors has been inspected by the fire department and acceptance testing successfully completed; and
 - b) The sprinkler protection for the upper floors has separate water supply control valve(s) arranged so that the upper floor sprinkler systems may be installed or worked on without shutting off the water supply to the sprinklers on the lower occupied floors.
4. All exits, corridors, and stairways serving the occupied areas shall be substantially finished, including exit signs, exit illumination, stairway handrails, doors, ceiling tiles, and unobstructed egress to the public way. Temporary alternative exiting or reduced occupancy loads may be considered when necessary. Exiting must not be compromised with storage or staging of construction materials. Fire doors separating exits from construction areas must not be blocked open or have the latches taped.
5. Required fire separations between ongoing construction and areas to be occupied must be in place and approved by the DPD. All shafts, floor openings, or other penetrations

that could affect the occupied areas must be complete or protected, including installation of required fire-rated doors, fire dampers, etc. Additional safety precautions, including separations, may be required by the chief.

6. The amount of combustible fuel loading in the area(s) under construction shall not exceed what would be present in the finished occupancy.
7. Combustible debris shall not be accumulated within buildings. Combustible debris, rubbish and waste material shall be removed at the end of each shift of work, and shall not be disposed of by burning on site.
8. Any use of propane, flammable liquids, cutting and welding, etc., shall be under fire department permit.
9. Fire extinguishers shall be installed and distributed throughout the building, with at least one extinguisher provided on vacant floors or floors under construction. Provide a minimum Class 2A rated fire extinguisher for every 3,000 sq. ft. of ordinary hazard occupancy (retail, storage, etc.), and for every 6,000 sq. ft. of light hazard occupancy (office, residential, etc.). All portions of any occupancy must be within 75 ft. of travel to a fire extinguisher.
10. Elevators shall be tested and approved by the elevator inspector. If more than one elevator is provided, a minimum of two elevators shall be signed off. Phase I and II recall shall be operational and elevator key boxes with required elevator keys installed.
11. Fire watch shall be provided for out-of-service fire alarm systems, standpipes, and fire sprinkler systems in accordance with Administrative Rule 9.06.04 Out-Of-Service Fire Alarm, Standpipe, Fire Sprinkler and Emergency Alarm Systems.

OBTAINING A TCO RECOMMENDATION

To obtain a Fire Department recommendation for a TCO, submit a written request to the Fire Marshal through the Fire Department Engineering Section Lieutenant. The TCO request letter shall include the name, telephone number, fax number, and mailing address of the general contractor; and a list (including telephone numbers) of all subcontractors for the applicable fire and life safety systems. The letter must also include the reason for the request, a description of the work that is not completed, and a timeline listing when those items will be finished and the date that the building will be ready for its final Certificate of Occupancy. The letter must document that the minimum requirements for a TCO as established by this rule are met.

A recommendation for TCO from the Seattle Fire Department does not preclude additional requirements by other City Departments.