



## Dallas Fire-Rescue Department Nightclub and Assembly Occupancies Checklist

This checklist provides **some** of the basic regulations governing the operation of nightclubs and assemblies. If you have any questions or concerns, call Dallas Fire-Rescue at 214-670-4319.

- 1. A Certificate of Occupancy issued by Building Inspection is required for all businesses within the City of Dallas.**
- 2. Dallas Fire-Rescue personnel must approve all firework/pyrotechnic displays or flame acts, and a permit must be obtained.**
3. Candles, if used, must be of a fire department approved type. Candle devices or their holders must return to an upright position after being tilted to an angle of 45 degrees, or the unit must self-extinguish and not spill fuel at a rate of more than one-quarter teaspoon per minute. **A Dallas Fire-Rescue permit is required to use candles.**
- 4. Exit doors must be unlocked and unblocked.** The required width of an exit way must be unobstructed at all times when the building is occupied.
5. Provide panic hardware for exit doors from areas having an occupant load of 50 or more.
6. Exit signs must be illuminated.
7. If exit pathways lead through a courtyard or patio, gates must be marked with illuminated exit signs and must have panic hardware.
8. Post a sign showing the occupant load of all rooms and levels that are assembly occupancies. These signs must be posted where they can be seen and read from the entry doorway. **Overcrowding and admittance of persons beyond the approved capacity for each room or level is prohibited.**
- 9. Interior wall and ceiling finishes shall be in accordance with the City of Dallas Building Code.**
- 10. Combustible decorations must be flame proofed or flame retardant.**
11. Maintain fire alarms in an operational condition at all times, and replace or repair when defective. A state licensed fire alarm contractor must inspect fire alarm systems at least annually.
12. Maintain automatic sprinkler systems in approved working condition. A state licensed sprinkler contractor must inspect systems at least annually.



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- 13. Immediately notify Dallas Fire-Rescue at 214-670-4319 if sprinkler system or fire alarm system becomes non-operational.**
14. Access to automatic sprinkler system valves or fire department connections cannot be obstructed.
15. Sprinkler heads of automatic fire sprinkler systems may not be painted or obstructed in any manner.
16. Fire lanes must be properly marked and maintained clear of obstructions.
17. Provide one 2A-10BC rated fire extinguisher for every 3000 square feet. Special hazards may have additional requirements. If the vent hood has a fire-extinguishing system, one Class K fire extinguisher must be provided within 30 feet. (Existing 40-BC rated fire extinguishers installed prior to 7/01/04 that are serviceable and maintained are permitted.)
18. Mount fire extinguishers in conspicuous accessible locations. Licensed individuals must inspect fire extinguishers annually for proper maintenance.
19. Fire-extinguishing systems must be installed to protect commercial cooking equipment that produces grease-laden vapors. Systems must be serviced by state licensed contractors at least every 6 months and after activation.
20. Maintain stoves and vent hoods free of grease.
21. Remove combustible trash daily or more frequently if needed.
22. Post a correct address sign visible from the street.
23. Secure compressed gas cylinders in an upright position.
24. Extension cords may not be used as a substitute for permanent wiring. They are designed for temporary use only.
25. Replace all missing or broken electrical outlets or switch covers.