All Certificates of Occupancy (CO) or Temporary Certificates of Occupancy (TCO) are issued by Community Planning and Development (CPD) under the direction of the Building Official utilizing Section 142 of the Administrative Chapter of the Denver Building Code Amendments (DBCA).

The Denver Fire Department (DFD) is one of five City Agencies required to approve building conditions prior to a CO/TCO issuance. This policy is meant to provide basic information for the most common conditions and situations regarding fire protection and life safety prior to building occupancy. In any given occupancy, many other Fire Code requirements may be enforced. These will be addressed by the Building and/or Fire Inspectors during a premise inspection.

**PROCESS FOR APPROVAL FROM DFD:**

The design/construction team shall present the Phased Occupancy Plan (POP) for review and approval prior to initiating vertical construction to ensure all compartments and systems can be constructed and installed in a modular format to achieve the desired phases and meet the intended Life Safety requirements.

1. Submit the POP to the e-permits (Accela) requesting a “Fire – General” permit. This request will be reviewed and approved by DFD’s Engineering & Life Safety Groups.

2. Submittal packages are typically comprised of a site plan showing phases (color coded) and building sections (color coded). Life safety plans on a per floor basis shall demonstrate all fire rated construction to be completed and compliant exiting plans to match the phased approach. Include a written plan establishing the fire prevention program for the site applicable throughout all phases. Once occupied, this plan shall include emergency plans to guide Property Management and Tenants to emergency procedures. Provide a narrative outlining specifics of the Fire Watch Program for the site throughout all phases.

3. Once approved, Contractor to pull and post the Fire General permit authorizing the POP approach. This permit type will be closed by the DFD Life Safety Inspector at the conclusion of the TCO phases and prior to issuance of the final CO.

4. Obtain applicable on-line Fire Watch permits from DFD necessary for each phase and for any type of Fire watch required by the Project conditions including system impairments.

5. Prior to initiating Acceptance Testing of all fire protection and life safety systems, meet with DFD’s Testing Group to discuss system compartmentalization/modularity and
respective testing of such for each phase.

6. Utilize e-permits (Accela) to schedule all applicable DFD Inspections for each respective permit type.

**FOR APPROVAL OF ANY FORM OF OCCUPANCY:**

The City and County of Denver makes a concerted effort to apply City standards fairly and consistently. Since requests for partial or full occupancy of structures are prompted by many reasons including financial, contractual, and other, the following minimum requirements for all forms of occupancy - core and shell, CO, TCO, stocking/training CO - are listed for your reference.

7. Phasing must be limited to 3 iterations prior to full CO of the complete building. Startup of localized leasing spaces and/or leasing offices may be omitted from the 3 iterations when Approved.

8. All components of the building fire access and water supply systems shall be complete per required code provisions for permanent use including roadways and fire hydrants.

9. All components of the building exit system must be complete and functional, i.e., signage, emergency egress lighting, doors including all hardware, stairways, handrails, corridors & exit discharge locations with completed route to public way or yard (sidewalks completed, discharge lighting in place, no obstruction fencing/landscaping and no overhead hazards).

10. Where stairway travel is vertically restricted, all barriers shall include doors which will release upon any fire alarm to allow fire crews to ascend to all levels of the building. These doors will provide free egress from restricted floors at any time. Doors shall not impede pressurization systems and associated functionality within the enclosure.

11. All components of the building’s passive protection features including fire separation systems must be complete and in-place, i.e., stairwell doors, corridor doors, area of rescue assistance doors and elevator lobby doors must be operational and maintained.

12. Barriers between TCO and non TCO areas shall include properly fire rated doors allowing fire crews to traverse the building as needed.

13. In buildings where it is required, the smoke control system must be installed and fully functional. This system must pass an acceptance test as outlined in Section 909 of DBCA prior to any form of occupancy.

14. In buildings where it is required, a fire alarm system must be installed and fully functional on all building TCO levels or areas including monitoring by a DFD Licensed Central Station using point or contact ID for transmittance. This system must pass an acceptance test witnessed by the DFD Systems Testing Group.
15. The fire command center, fire command room or area hosting the fire alarm panel & associated systems shall be fully finished and accessible from the public way via routes that are TCO’d for occupancy. Final knox boxes shall be installed and fitted with proper keys and cards (5-sets) including for locksets at temporary barriers segregating TCO from non TCO areas.

16. In buildings where it is required, a radio enhancement system (RES/BDA) must be installed and fully functional. This system must pass an acceptance test witnessed by the DFD Line Shop. The system shall remain operational at all times throughout the building.

17. In buildings where it is required, a 2-way communication system at elevator lobbies must be installed and fully functional. This system must pass an acceptance test witnessed by the DFD Systems Testing Group. The system shall remain operational at all times on TCO areas/floors.

18. Stairway communication system (when required) must be installed and fully functional. This system must pass an acceptance test witnessed by CPD’s Construction Inspections Group. The system shall remain operational at all times on all levels throughout the building.

19. In buildings where it is required, a fire sprinkler system must be installed and fully functional on all building TCO levels or areas in accordance with NFPA 13 or 13R (as applicable). This system must pass an acceptance test witnessed by DFD’s Systems Testing Group (after rough inspections are completed by CPD Plumbing Inspectors). The system shall remain operational at all times to properly protect TCO areas/floors.

20. In buildings where it is required, the entire fire standpipe system including pressure reducing valves (PRV’s) shall be installed and functional on all building levels in accordance with NFPA 14. This system must pass an acceptance test witnessed by DFD’s Systems Testing Group (after rough inspections are completed by CPD Plumbing Inspectors). The system shall remain operational at all times throughout the building.

21. In buildings where it is required, a fire pump shall be installed and functional in accordance with NFPA 20. This system must pass an acceptance test witnessed by DFD’s Systems Testing Group (after rough inspections are completed by CPD Plumbing Inspectors). The fire pump shall remain operational at all times.

22. In buildings where a drop ceiling is not yet installed, sprinklers shall be positioned such that the distance below floor structure is within the listing of the sprinkler & NFPA 13 provisions (deck to deflector distance).

23. In buildings where it is required, emergency power systems (EPS) shall be installed and functional in accordance with NFPA 70 and 110. This system must pass an acceptance test witnessed by the DFD Life Safety & Flammables Groups (as applicable). The EPS (including all transfer gear) shall remain operational at all times.
24. Elevator(s) or some portion required for use shall meet all life safety requirements. Operational cabs shall be fully certified for operation by DFD’s Conveyance Team. TCO floors shall always have access to at least 1 cab certified for operation.

25. Laydown areas throughout the building shall be limited to fuel loads adequately protected by the fire sprinkler system installed (hazard rating and scheme).

26. Facility emergency plans and procedures including interim construction site safety parameters must be approved by the DFD Life Safety Group as required by IFC Chapters 4 & 33.

ADDITIONAL SPECIFICS FOR TYPE I, II OR IV CONSTRUCTION:

27. The structure must be fully completed (topped out) and no overhead cranes or hazards should exist on-site.

28. Only a horizontal phased approach is permitted for these building types with TCO starting from the ground floor & working to upper levels, e.g., entire floorplates must be completed.

29. Minimum of two buffer floors above the last floor of request occupancy shall be fully completed and operational. These floors will be referred to as the TCO floors.

30. All non-TCO floors shall be provided with smoke detection at each elevator bank for Phase I recall during non-working hours.

31. Manual pull stations at each stairway entry (floor side) on all floors shall remain active at all times.

32. Provide 1-speaker/strobe adjacent to each elevator lobby on all non TCO floors.

33. Phase I & II operations shall be fully active on all elevator cabs that have been certified for operation (all levels).

34. Smoke control on all levels shall remain operational at all times. TCO floors may be exempt from exhaust capability dependent on construction means & methods. Verticals shall be pressurized at all building levels.

35. All fire/smoke dampers on the non TCO floors shall remain in the closed position to create compartmentation.

36. Fire service access elevator(s) and associated lobbies shall be completed and operational on all TCO floors.

37. The operating condition of all life safety and fire protection systems shall be approved by DFD at each phase of the project. The operating condition may be field verified by DFD at any time during the project.

38. Fire watch may be permitted to mitigate specific conditions and type will be determined during application based on field conditions of the project.

39. Fire watch shall be provided on all non TCO floors during working hours when fire protection and life safety systems have been impaired to allow for work.
40. Fire watch shall be provided to all non TCO floors during non-working hours throughout all project phases when not protected by active & monitored fire sprinkler systems.

ADDITIONAL SPECIFICS FOR TYPE III OR V CONSTRUCTION:

41. Only a vertical phased approach is permitted for these building types (building wings or pods completed from bottom to top). All compartmentation boundaries shall be by firewall or fire barrier rated for 2-hour with 90-minute opening protectives. Walls and barriers shall be constructed in accordance with IBC Ch. 7.

42. The vertical compartment or pod requesting occupancy (TCO compartment) must be fully completed (including all fire protection & life safety systems to remain active at all times) and no overhead cranes or hazards are permitted around the perimeter or over discharge paths leading to public way. The compartment envelope shall not be located within any crane collapse zone.

43. Compartments immediately adjacent to a TCO compartment shall be fully drywalled and protected by an operating fire sprinkler system at all times. Fire watch shall be provided during working hours when fire protection and life safety systems have been impaired in the adjacent compartment(s) to allow for work.

44. Each TCO compartment shall be served by compliant exiting system to public way and shall not traverse any construction zone or non TCO area.

45. Each TCO compartment shall be served by a fully functioning certified elevator.

46. Fire watch shall be provided to all non TCO compartments during non-working hours throughout all project phases.

47. Life safety and fire protection components shall be routed in areas protected by active fire sprinklers. If routed through non sprinkler protected areas, then such components shall be protected by fire rated construction (to match rating of structure) until arrival at the TCO compartment served. Where no structural rating exists, then a physical rigid barrier shall protect these components/routes and concept approval is required from DFD and CPD.

ADDITIONAL SPECIFICS WHERE ACTIVE FIRE SPRINKLER PROTECTION IS INSTALLED AND COMPLETED THROUGHOUT THE BUILDING BUT NOT ALL AREAS INTENDED FOR PUBLIC OCCUPANCY:

48. TCO areas shall be physically separated from non-occupied areas by temporary partitions matching construction type and chain link fencing in garages.

49. Occupied areas shall be served by a fully compliant exiting system to public way through TCO areas only. Dead-end and common path of travel violations are not permitted for any occupied area.

50. Provide 1-horn/strobe in the non-occupied areas to alert construction workers.
We respectfully request your consideration and cooperation in including the above in your construction plans and associated schedule. There will be no exception in the enforcement of the above, the purpose of which is simply to clarify the requirements for occupancy of building tenant space and to apply these requirements fairly. If additional information regarding specific items would prove helpful, please contact the appropriate plans review Fire Protection Engineer or the Lieutenant of the Life Safety Group.

END OF DOCUMENT