

## Minimum Requirements for a Partial Certificate of Occupancy

A Partial Certificate of Occupancy may be issued by the inspectors when it is determined the space can be safely occupied including the completion of fire protection systems, egress, emergency systems and basic plumbing, electric and mechanical systems. A Partial Certificate of Occupancy may be issued by the Building Inspection Manager that meets the minimum requirements listed below and documented in a letter form.

### **A. Fire alarm/fire suppression/structural**

1. Fire alarm must be complete for all occupied floors including floor above and floor below and all common areas used for access and egress.
2. Sprinkler must be complete (operational) and hydrostatically tested for occupied floor, floor above, and every floor below the occupied floor.
3. A fire protection impairment plan approved by the fire department is required for partially occupied buildings without a complete approval of all systems. Documents or questions may be sent to:  
[CFDConstructionSafetyPlans@columbus.gov](mailto:CFDConstructionSafetyPlans@columbus.gov)
4. Standpipes must be complete and hydrostatically tested for full height of stairs.
5. FDC connections must be accessible to fire department with signage installed.
6. Barriers must separate occupied area from unoccupied area when unoccupied area has a higher level of hazard. Barrier must be installed as follows:
  - a. Barrier may be limited combustible material as defined by NFPA 241 when both sides of the barrier are protected with an automatic fire suppression system.
  - b. Barrier must be one-hour fire-resistance rated with opening protectives when unoccupied area is not protected with an automatic sprinkler system. As an alternative, a risk assessment

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Director

with fire prevention program may be considered when provided by the design professional. Risk assessments must be approved by BZS and CFD.

7. Stairways and egress paths/corridors must be part of the occupancy so that pathways out of occupied areas are maintained.
8. Shafts must be complete for 100% of building.
9. Stairways complete and clear of obstructions for full height of building. Doors must be self-closing and latching.
10. Stair pressurization required when occupied floor/area is above 75'. Special inspection required for pressure differences, flow measurements and control verification.
11. Fire command center operational.
12. Accessibility requirements. All accessible features must be completed to the area of primary function and/or to the residential units. Type "A", "B" and accessible residential units must be completed to the percent required by Chapter 11 for the number of units requested for occupancy.
13. Clear/safe means of egress from the building must be provided to the public way with overhead protection if overhead work is not complete.
14. Parking must be provided with accessible route complete. This could be accomplished by a temporary means.
15. Elevator requirements. Need to be complete for fire service use and for accessibility use.
16. Emergency responder system has been tested and results sent to the fire department. Document or questions may be sent to:  
[CFDERRS@columbus.gov](mailto:CFDERRS@columbus.gov)

**B. HVAC/Mechanical**

1. Ductwork rough in is acceptable for PCO.
2. Air balance requirements. For common areas, RTU must be operational with balance report verified prior to final completion.
3. Gas piping must be inspected and approved.

**C. Plumbing**

1. Sewer and water must be signed off on building permit.
2. Hot water on and to areas requesting occupancy.
3. Final test for occupied area
4. Each unit can be granted a PCO providing there is individual isolation to units.
5. Any field built up shower bases must be inspected.
6. New portions of potable water systems, and/or newly commissioned portions (such as PCOs) must be disinfected in accordance with OPC 610.
7. Minimum required fixtures provided based on occupancy.

**D. Electrical**

1. Emergency power with exit and lighting must be installed and complete in all areas to be occupied.
2. ATS test must be performed for EM power. ATS and EM power must engage in the 10 second window.
3. Fire pump must be tested and approved.
4. Fire alarm rough inspection must be signed off on building card to start final inspection process.

**E. Miscellaneous**

1. Statement of Special Inspections must be signed by the design professional.
2. If a high-rise, the building must have a high-rise designated person that will work with the high-rise official from the fire department.
  - a. Emergency action plan reviewed and approved by fire department.

3. Signage installed to include:
  - a. Interior stairway identification.
  - b. Fire department connection.
    - I. Include PSI if above 150 and type of system.
    - II. Standpipe/sprinkler
      1. Wet
      2. Dry
      3. Automatic
      4. Manual
  - c. Fire alarm control panel room.
  - d. Fire pump room.
  - e. Sprinkler riser room.
  - f. Electrical room.
  - g. Generator room.
  - h. Gas shut off room when inside of building.
  - i. Machine room less (MRL) elevators.
    - I. Signage adjacent to the fire-fighters key at street level elevator indicating location of MRL equipment.
4. Requirements for emergency evacuation maps and floor plans should be reviewed between the contractor/design professional and Fire Department Official. Documents or questions may be sent to:  
[CFD\\_EmergencyPlanningandPreparedness@columbus.gov](mailto:CFD_EmergencyPlanningandPreparedness@columbus.gov)
5. When above 75 feet, fire command room must be complete and include all items listed in section 911 of the OBC and OFC.
6. Address posted.
7. Fire lanes open and accessible.