



## Harker Heights Fire and Rescue – Office of the Fire Marshal

401 Indian Trail – Harker Heights, TX 76548  
Phone (254) 699-2688 ~ Email: [cmahlstedt@harkerheights.gov](mailto:cmahlstedt@harkerheights.gov)

# NEW AND EXISTING COMMERCIAL BUSINESS INFORMATION

This guide is intended to be a resource for commercial buildings, structures, or facilities, within the City of Harker Heights, being newly built, remodeled or a new business moving into an existing building. We are happy to have you as a member of our community; our primary goal is to promote safety for you, your employees and patrons.

With that in mind, we have provided this information to assist you in getting your “Certificate of Occupancy” from the City of Harker Heights. In this document, we are unable to define every issue that may need to be addressed. This is only a partial list to be used as a reference. Other items may be identified during the inspection process. Any items identified during an inspection, not listed here, will also be required to be corrected or completed prior to the Certificate of Occupancy being issued.

### Fire Code

The City of Harker Heights has adopted the 2015 International Fire Code with amendments into ordinance (Fire Code). It is the responsibility of the building owner/occupant to ensure that the structure and its systems are kept in compliance with the Fire Code.

### Plan Review

Prior to building or remodeling, a set of plans prepared by qualified engineers/architects, may need to be submitted to the City’s Building Department for review by all code enforcement offices. Separate fire sprinkler system and fire alarm system plans may be required and these must be submitted directly to the Fire Marshal’s Office at the above listed address. Submit the necessary amount of plans that are needed for review, plus one set to be kept by the Fire Marshal’s Office. Plan reviews, witness tests, and inspections are subject to fees as referenced on the Public Safety/Fire Prevention Fee Schedule available on the Fire Marshal’s Office website.

### Fire and Life Safety Inspections Required

Certain structures will need specific fire and life safety protections systems to be installed and functioning properly. These require specific inspections through various phases of their installation and continued operation. We have outlined some of the inspections that will be required below:

### Scheduling Inspections

Due to the number of inspections and other duties performed by the Fire Marshal’s Office; inspections, witness tests, and the fire final inspection should be scheduled a minimum of 10 days in advance to the desired inspection date. All items necessary for the operation of the business will need to be in place before the completion of the fire final inspection.

### Building Accessibility

In an attempt to provide emergency access during unoccupied hours and minimize any damage to the building, that would normally be caused during a forcible entry into the structure, during an emergency, the Fire Department has adopted the Knox Rapid Entry Key System. The owner/occupant must provide current keys for exterior and interior doors. This is a vault purchased by the owner/occupant and mounted to the building. Along with the Knox Box, Knox Caps may be required for a Fire Department Connection to the fire sprinkler system. All of these can be purchased by visiting our office, to complete an application, or contacting us by phone. The Knox Box and Knox Caps will be shipped directly to the Fire Marshal’s Office; the owner/occupant will be contacted to meet with the Fire Marshal or his designee, to discuss the appropriate location for the Knox Box to be installed. The Knox Caps are installed by the Fire Marshal or his designee.

### Fire Sprinkler System Inspections

Underground Hydrostatic testing and inspection of “trust blocks”  
Above ground Hydrostatic testing and visual above ceiling inspection

Fire Sprinkler riser access sign (Riser Room) on exterior and/or interior doors.  
Riser Signage – all valves are identified as to what they control.  
Riser clearance – 2 inch clearance around base of riser.  
Hydraulic calculations plate on each riser. Pressure meets listed information on calculation plate.  
2 inch drain test – Residual pressure should drop and then come back up. If it does not then a valve may be closed.  
Spare sprinkler box – spare sprinklers heads and wrench (s) (recessed socket and open head wrench) provided. 2 of each type and a minimum of 6 spare sprinkler heads  
Inspector test alarm – Open inspector test valve. Exterior alarm should activate within 60 seconds.  
Locking Knox FDC Caps purchased.  
Remote FDC – 36 inch clearance around it and bollard may be required.  
Remote FDC – painted and signs where required, “No Parking” and if needed, the suites serviced at fire department connection.  
Remote FDC will require a sign that states “FDC” in 6 inch red letters on a white background.

### Fire Alarms

Acceptance testing completed on site and continuous system monitoring, and verification of proper information given to 911 Communication Center  
Sprinkler monitoring – required on all sprinkler systems.  
Active Tamper on detector check, PIV’s and riser control valves, if provided. Trouble alarm received.  
A dedicated phone line that sends a trouble signals to a central station when disconnected.  
A/C power and battery disconnect that transmits a trouble alarm.  
Battery back-up – sends alarm when system is activated without A/C power.  
Pull stations and strobes/sirens are located in occupied area and function properly.  
Address Proper zone and address dispatched. (I.e....water flow vs. trouble vs. pull station)  
Electrical power disconnect is locked and identified red color.

### Commercial Cooking Hoods

Acceptance testing completed on site. The test shall verify proper operation.  
Fire Suppression System installed and operational as required in the Fire Code.  
Portable fire extinguisher- Class K shall also be provided per Fire Code. Provide automatic shutoff for make-up air, exhaust system and appliance power source when suppression system is activated.  
Activator shall be no closer than 10 feet and no farther than 20 feet from system along path of egress.  
Fire Suppression Systems are required to be inspected and recertified every 6 months by a qualified technician.

### Fire Extinguishers

Light Hazard (offices) – 3A40BCBC rating within 75’ travel, maximum coverage of 3000sqft,  
Moderate Hazard (retail, manufacturing, warehouse) 3A40BC within 75’ travel, maximum coverage of 1500 sq. ft.

### Egress

Exit Sign Illumination - Required to have back-up power supply or continuously (self-luminous) illuminate when power is disconnected.  
Emergency Lighting - Required to have back-up power supply or continuously (self-luminous) illuminate when power is disconnected  
Exit Door - Opens in direction of travel when occupant load exceeds 50 or a designated hazardous area.  
Exit Signage- If a locking device is present, there must be a sign that states “This Door Must Remain Unlocked When Building Is Occupied” in 1 inch or larger letters.  
Flush Bolts or Barrel Bolt locking devices are prohibited for use on exit doors.  
Panic/Crash Hardware - single action lever or panic bar may be required. The locking device must not require special knowledge or twisting of the wrist to open door. The main entrance door may have “key locking” hardware on the door if proper signage is in place (see Exit Signage).  
Exit Route - Exits may not lead through hazardous rooms. Exits must terminate at a public way (i.e....paved surface.)  
Exit pathways away from the structure may not be obstructed by parking spaces.

### Electrical

Buildings are required to have an external electrical disconnect with a label  
Electrical room doors must have a sign that states “Electrical”  
All circuit breakers must be properly marked and electrical panels must have all open spaces covered with an approved device.  
Electrical panels require 36 inch clearance around the panel  
All electrical wiring must be protected and not exposed.

Extension cords are not permitted to be used as permanent wiring  
Power Strips must be UL Rated and have an overcurrent protection. These must be plugged into a wall outlet.  
Cube type multi-plug adapters are prohibited.  
Ground Fault Circuit Interrupter(GFCI) are required within 6 feet of a water source

Elevators

Lunar key and override keys provided.  
Emergency use signage posted.  
Fire Lanes

Fire Escape Plan

Building site and Floor/exit plans - an 8 1/2 x 11 detailed site and floor plan provided for Fire Department fire planning.

Address

Building Addressing - 6 inches on front, contrasting background, plainly visible and legible from the road. For building with multiple suites, 6 inch letters on front and rear doors are required.

Fire Hydrants

Fire hydrants - Fire hydrants are provided per plans and Fire Code.  
Fire hydrant outlets need to be facing street.  
6-foot access to hydrants is clear (i.e....landscaping, equipment.) 3ft radius.

Flammable and Combustible Liquids

These items must be stored in approved containers, have proper markings and placed in an appropriate location.

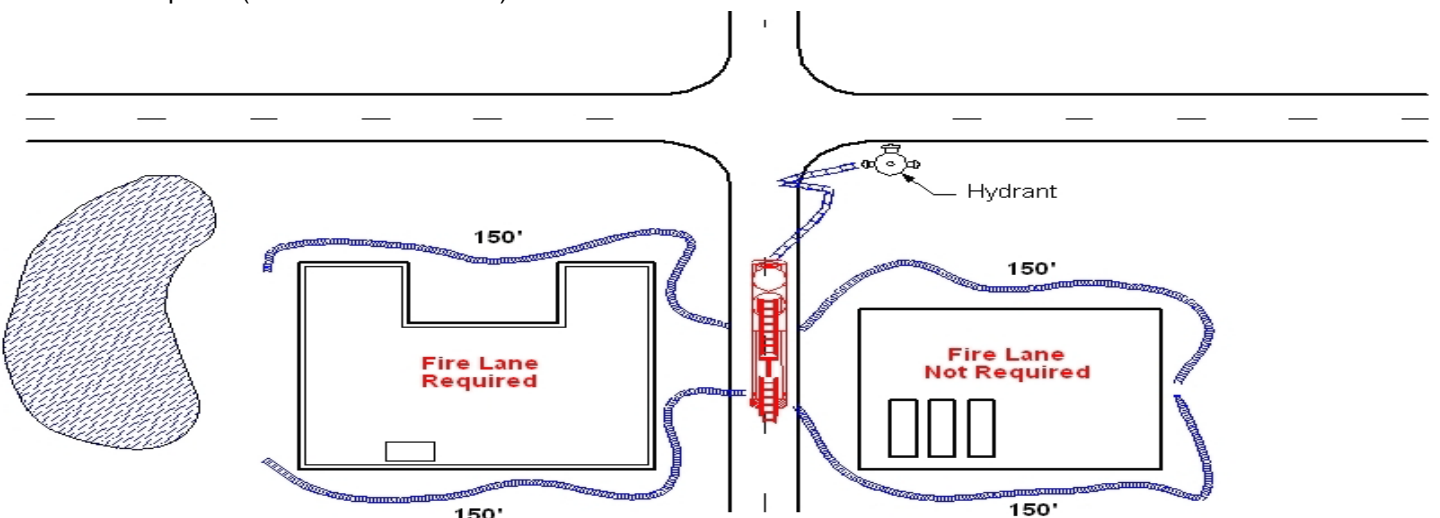
Permits

Place of Assembly permit will be required for all business occupancies classified as an Assembly.  
Other permits may be required depending on the type of business or hazards present in the business.

Fire Lanes and Fire Apparatus Access

When an emergency occurs, it is important that firefighters and emergency vehicles have rapid and unobstructed access to an emergency scene. Emergency apparatus must be able to reach to the scene. Firefighters need space to stretch hose lines, set-up pumpers, raise ladders, and take other actions necessary to control a fire or other emergency. To ensure this access is provide, the City of Harker Heights, Texas has adopted a fire lane ordinance. This ordinance requires designated and marked fire lanes at most commercial occupancies.

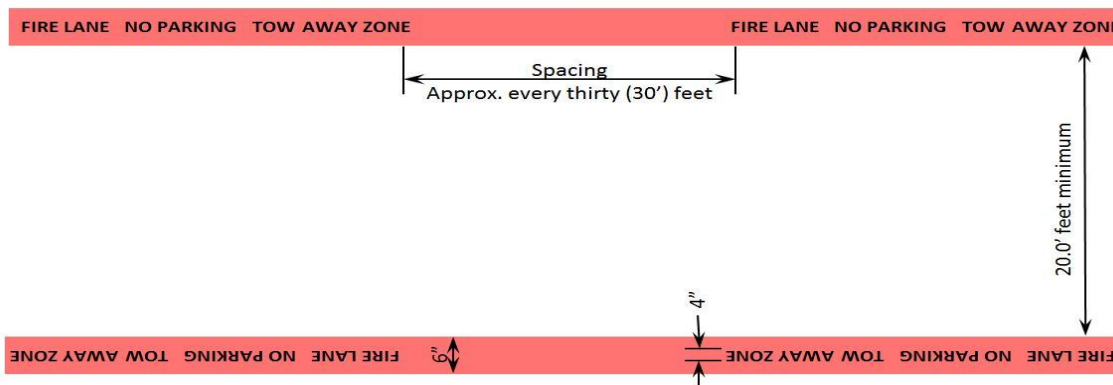
It is also important to remember that these are the minimum requirements for fire lane markings. There may be circumstances in which additional fire lane markings are required, such a signs. These circumstances are evaluated on a case-by-case basis. Please contact the Fire Marshal's Office if there is a belief that a situation might require different marking arrangements. To determine if a fire lane is required, the occupancy type and the distance from the road are taken into consideration. Fire lanes are not required for one or two family residences. They may be required on all other occupancies, dependent upon the distance to the road. If all parts of a building are within 150 feet of a public street or road, a fire lane may not be required. If all or portions of a building are more than 150 feet from a public street or road, a fire lane is required (See illustration / NTS).



As a general rule, fire lanes without hydrants located on them are 20 feet wide, with a 50 foot turning radius and a minimum vertical clearance of 14 feet. There shall be no parking or standing in any fire apparatus access road at any time, and they are not permitted to be used as loading zones. Buildings or portions of buildings exceeding 30 ft. in height above the lowest level of fire department vehicle access must be provided with a 26 ft. wide fire lane. The fire lane must be a minimum of 15 feet to a maximum of 30 feet from the building and must be positioned parallel to one entire side of the building.

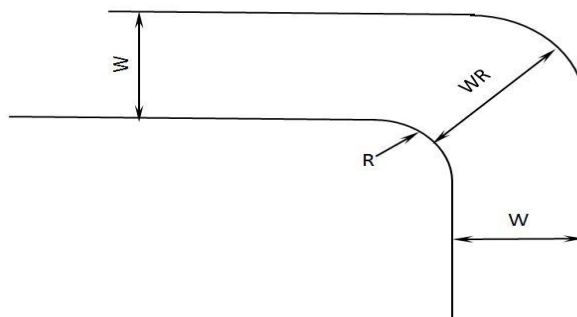
All required apparatus access roads must be maintained by the owner/occupant and kept in good repair with the required signs and/or markings in good condition and legible at all times at all times. No fire lane may be abandoned without written approval from the Fire Marshal.

All required fire apparatus access roads shall be conspicuously marked with a paint designed for vehicular traffic, and must have markings that state 'FIRE LANE NO PARKING TOW AWAY ZONE', and all required on-premises fire hydrants shall be marked 'FIRE HYDRANT DO NOT BLOCK TOW AWAY ZONE'. All required markings must consist of four inch (4") white letters on a minimum six inch (6") red background. Required markings must be spaced approximately every thirty feet (30') along both edges of the fire apparatus access roads (See illustration /NTS). Signs may also be required in some cases.



W	R	WR
20'	30'	30' Min
26'	20'	30' Min
30'	10'	30' Min

W= Width (feet) of Fire Lane  
R= Radius Necessary to Accommodate Fire Vehicles  
WR= Turning Radius Pavement Width



Drawings are not to scale

\* Fire Lanes installed after January 1, 2016 will be required to have a 24 foot width with corresponding turn radius

We are here to help you promote a safe environment, and illuminate hazardous conditions. If you have any questions, or need further explanation, please contact us in person, by phone or email. Our office is located at 401 Indian Trail, Harker Heights, Texas and our phone number is 254.699.2688

Thank you,

Chris Mahlstedt  
Assistant Chief – Fire Marshal  
Harker Heights Fire Department