

	AFTER FIRE OCCUPANCY City of Palo Alto (CPA) Building Inspection Division 285 Hamilton Ave. Inspection Request: 650 329-2496	Revision Date: 04/07/08
		General Requirements/Checklist for: Residential and Commercial
		Codes Enforced: 2007 CBC, CFC, CEC, CPC, CMC Palo Alto Municipal Code (PAMC)
The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.		

AFTER FIRE OCCUPANCY PROTOCOL

- Call the building department for a site visit by a building inspector. The inspector shall determine if occupancy is possible.
- Occupants will not be allowed to occupy residence prior to utility release.
- Meeting on site shall include the building inspector, electrician and the general contractor.

Provide a site plan at the site meeting or provide it prior to scheduling meeting with the following:

1. Means of egress and path of travel for occupant.
 2. Path of travel for the construction workers must be separate from occupant's egress and path of travel.
 3. Indicate area of construction and area of proposed occupancy.
 4. Indicate location of utilities, both permanent and temporary.
 5. Specify location where construction materials and debris box will be stored.
 6. Describe scope of demolition work and what is being demolished.
- Provide method of separating construction area from occupied area.
 - Entrance for occupants shall be kept clear and separate from construction entrance.
 - Provide smoke mitigation plan. Example – A hepafilter to remove carcinogenic smoke residual.
 - All gas lines supplying fire damaged area shall be removed and capped.
 - A whole house gas test shall be provided prior to building department approval to release gas meter. Provide a gas test at meter location. See CPA's guidelines on gas test.
 - Removal of debris prior to permit is permitted.
 - Once electrician has made the electrical system safe and the plumber has secured the gas line and provides a test, call the City of Palo Alto building department for an inspection.
 - Building must be weather tight prior to meter releases.

- A permit to secure electrical and gas may be obtained after site meeting and once the site plans have been approved.
- The kitchen, at least one bathroom and a sleeping area must be undamaged in order for occupancy to be considered.
- Construction materials and debris must be kept out of occupant's path of travel and egress at all times.
- Provide gas/electric meter protection from vehicles and falling debris when meter is in the area of construction. Building inspector shall determine if meters will require additional protection.

Provide a letter stating the following:

1. The current date.
 2. All conditions of move in approval as discussed.
 3. Signatures from the home owner, the contractors and insurance company representative.
 4. Proposed date of submittal of plans for reconstruction of fire damaged portion of residence.
- Occupied portions of fire damaged residence must meet minimum life safety requirements during the reconstruction.