

GENERAL HELPFUL TIPS AND GUIDELINES



- Any and all construction or modification to Fire Protection Systems shall not be started until plans have been submitted and approved. Any tenant improvement work should not start until the shell building, sprinkler or alarm have completed final inspections and are signed off as approved.
- Obtain and read your "Conditions of Approval". Compliance with each condition must be completed and verified prior to the Fire Department "final" inspection. All permits with Menifee Fire Department-Office of the Fire Marshal conditions require a final inspection by the Menifee Fire Department-Office of the Fire Marshal. Inspections requests could be emailed to MenifeeOFM@cityofmenifee.us or called in to (951) 246-6215.
- Any changes made to the approved construction or materials used in a fire system can require plan revisions submitted or as-builts, which must be approved prior to final inspection.
- Some types of inspections can be made along with other inspections; however this needs to be set up in advance so we can schedule enough time to complete all the inspections. All appropriate technicians/installation sub-contractor/permit holder must be present for inspection. (General contractor cannot be the on-site contact to conduct fire protection inspections nor can he/she schedule inspections for the sub-contractor).
- The contractor responsible for that specific inspection should call in the request for an inspection and be available or have an employee present with the permit job card. The approved plans, job card and any correction notices or pertinent paperwork is to be on-site at time of inspection.
- The Fire Department requires access to all gated commercial facilities and plans submitted for electronically operated gates. An acceptance test for operation will be performed* (Normally conducted at final inspection*)
- An emergency access key box (Knox Box) is required to be installed by final inspection. Business and/or site access keys (with I.D. tags) are to be available and placed in the box at that time. Boxes will be required to be mounted 6 feet above finished grade to the right of the main entry on most buildings. Knox Box ordering is available on-line at KNOXBOX.COM.

MENIFEE FIRE DEPARTMENT · OFFICE OF THE FIRE MARSHAL
29844 Haun Road · Menifee, CA 92586 · (951) 246-6215 Fire General Line
Inspection Request Email menifeeofm@cityofmenifee.us

