

SPRINGFIELD FIRE DEPARTMENT

Series 500

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| Title: | Fire Inspection Program | 502 |
| Category: | Fire Prevention | 7/2017 |

Springfield Fire Department Inspection Prevention Program's goal is to reduce the number of fires and casualties in public occupancies; inspecting for fire and life safety codes to ensure compliance through adequate code enforcement.

A. Inspection Districts

The city of Springfield will be divided up into four (4) Inspection Districts. Inspections will be conducted on all commercial, industrial, and retail businesses within each district. Platoons will be assigned a district and conduct inspections according to the inspection cycle.

B. Exempt from Fire Inspection Prevention

- Government properties
- Schools
- Nursing Homes
- Day Care Facilities
- Apartment Complexes
- Private dwellings will not be inspected unless a complaint was received or visible fire code violations

C. Fire Prevention Inspector

The fire chief or his designee will oversee the Fire Prevention Program and will assign inspections, conduct follow up, and enforce the fire code.

D. Site Inspection

The occupancy representative will be contacted and a date and time for the site inspection will be scheduled.

E. Types of Inspections

1. Permit-Based: Inspect for compliance with fire code when a building permit is issued for new construction or remodel.
2. Routine: Yearly inspections for compliance with fire codes.
3. Complaint-Based: Inspection for compliance with fire code in response to a complaint received.

F. Fire Inspection Form

The Fire Inspection Form will be completed by the inspector and a copy will be given to the occupancy representative prior to leaving the inspection.

1. Violations

The Fire Inspection Form will note the violations and correction orders.

2. Re-inspection

A reasonable time to make the repairs will be given to bring into compliance. The re-inspection will be scheduled with the occupancy representative prior to leaving the inspection.

G. Tools/equipment needed on inspection

- Class B Uniform and SFD ID badge
- Eye protection
- Ear protection
- Fire Inspection Form

H. Refused entry to perform inspection

If the inspector is continually refused entry over a period of time, the inspector may seek an administrative search warrant.

I. Violation penalties

Failing to comply with a notice of violation shall be deemed guilty of a misdemeanor or civil infraction as determined by the local municipality and the violation shall be deemed a strict liability offense.

J. Inspection Cycle

- Recognized high hazard occupancy shall be inspected two time a year
- Annually for all other occupancies
- Upon receiving a complaint of possible fire code violation
- When there are visible fire code violation

K. Retention

Fire Inspection Forms will be kept according to General Retentions Schedule #18; ACT+10 years.