

FARMINGTON FIRE-RESCUE



"Serving Those in Need"

430 Third St.
Farmington, MN 55024
651-280-6940



Fire Inspection Policy

Subject: Fire Inspections

Statement of Purpose:

The purpose of this guideline is to establish the minimum requirements consistent with nationally recognized good practice for providing a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures and premises, and to provide safety to fire fighters and emergency responders during emergency operations.

Guideline:

A fire inspection is a life safety inspection

- The Fire Chief shall appoint designee/s as Fire Inspector/s to carry out the duties established within this guideline.
- The Farmington Fire-Rescue Department will strive to inspect all commercial building and multifamily residential properties on an annual basis.
- Fire Inspector/s will inspect to the standard set forth by the Minnesota State Fire Code, National Fire Protection Agency Standards, and Local City ordinances.
- Fire Inspector/s will work together with property owners and tenants to assist them in gaining compliance with any code violations.
- If the Fire Inspector/s deems a violation an immediate life safety issues the property owner shall correct the problem immediately in front of the Fire Inspector/s.
- For a routine inspection, an inspection notice letter will be mailed to the owner of the property and reasonable accommodations will be made if there is a scheduling conflict.
- After 30 days the Deputy Fire Chief will recommended to the Fire Chief what enforcement, actions should be taken. The Fire Chief has the final say on what appropriate enforcement actions should be taken.
- For any new businesses, a life safety inspection will be conducted in a reasonable amount of time from the notification of the new business.

Procedure:

Types of Inspections

- Complaints
 - Public
 - Municipal employees
 - Fire department personnel
 - Follow-up after any emergency responds and/or false calls

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- By phone, fax or written correspondence
- Request
 - Property owner
 - Tenant
 - Licensing requirements
- Routine
 - Annual inspections

Actions to be followed:

All complaints or requests for a life safety inspection shall be forwarded to the Deputy Fire Chief.

All life safety inspections shall be recorded in the Farmington Fire Department system of records. This system of record is Imagetrend

A qualified Fire Inspector or designee, Deputy Fire Chief and the Fire Chief, shall be able to conduct inspections.

Timelines:

- Complaints:
 - Complaints, where life safety may be threatened, such as exit doors locked or chained, fire alarm system not functioning, etc. must be addressed immediately.
 - All complaints, where life safety is not threatened, these will be followed up in a reasonable amount of time.
- Requests:
 - Requests for life safety inspections shall be acknowledged within two business days.
 - Request inspections shall be scheduled at a mutually agreed time between the Fire Inspector and person requesting the inspection.
 - Request inspections shall be conducted within 14 days of receiving the request, unless the requestor is not available to assist with an inspection within 14 days from the date of request.
- Routine:
 - Annual inspections will be conducted from the period that was stated on the notice letter, unless reasonable accommodations have been made with the property owner and the Fire Inspector/s.

Conducting a Life Safety Inspection:

- Upon arrival, the Fire Inspector/s will contact the responsible party and explain the purpose of the inspection.

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- In conformance with the Fire Code, Fire Inspector/s shall carry out both visual and physical tests as deemed fit.
- Fire Inspector/s shall review approved Fire Safety Plans and all documents for fire suppression systems requirements if applicable, of the building/premises, before proceeding with other inspection activities.
- The responsible party shall accompany the Fire Inspector/s at all times during the inspection. If the responsible party refuses to accompany the Inspector, the Inspector shall record this in his/her inspection notes.
- Fire Inspector/s shall not recommend specific contractors or equipment, or enter into discussion prescribing compliance alternatives.
- Fire Inspector/s shall provide advice on the interpretation of the Fire Code and/or fire and life hazards arising from the violations noted when such advice is appropriate.
- On completion of an inspection, the Fire Inspector/s shall explain to the responsible party that they will receive details of the inspection in a timely manner.
- All correction letters will be mailed directly to the property owner via certified mail.

Enforcement:

- Enforcement actions shall be conducted in accordance with the MSFC and Ord. 003-488, 4-21-2003.
- The Fire Inspector/s shall issue Inspection Orders under the Fire Protection and Prevention Act, 1997 for all violations using the Minnesota State Fire Code and/or City Ordinances.

Re-Inspection Procedure:

- Upon partial non-compliance, the Fire Inspector/s should use discretion and consider re-issuance of the Inspection Order. Consideration should be given to the owners' schedule of compliance and level of progression to correct the violation.
- Upon non-compliance, the Fire Inspector/s may consider issuing more time to make corrections for not complying with the Inspection Order in addition to a re-inspection fee. The Fire Chief must approve all additional time and re-inspection fees.