



CITY OF MERRITT POLICY AND PROCEDURE MANUAL

PROCEDURE TITLE: Fire Inspection	Our File: 0595
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INITIATED BY: Fire Chief

APPROVED BY ADMINISTRATOR:	Signature
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Effective Date: January 25, 2005

COUNCIL RESOLUTION No.

Revised: Resolution No.

Purpose:

To establish procedure for Fire Inspections.

Procedure:

Frequency of Inspection - To the extent qualified inspectors are available and the financial resources of the City allow, inspections are to be done at least once in a twelve (12) month period for each hotel, school, apartment, theatre, arena, group home, day care, night club and other similar occupancies. All other buildings open to the public; primarily business operations are to be inspected once in an eighteen (18) month period.

Fire Inspection – Inspector will undertake the inspection with owner/occupier. If no infractions are found, the premises will be revisited in accordance with the frequency of inspection schedule.

If an infraction is found, the owner/occupier is notified in writing. If the required improvements cannot be made immediately, or if the owner/occupier disagrees with the required improvements, a proposal for remedy may be discussed with the Fire Chief and a repair schedule agreed to in writing.

Follow-up Inspections – A follow-up inspection will be conducted to ensure repair schedules are being complied with. If the schedule is not adhered to, and there is not a reasonable explanation for not complying, a re-inspection fee shall apply:

- \$150.00 for the first re-inspection
- \$250.00 for the second re-inspection
- \$350.00 for the third re-inspection

Order – If, after the third re-inspection, compliance is not achieved, the Fire Commissioner will issue an ORDER Pursuant to the Fire Services Act.



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Fire Inspection Procedure continued...

Appeal – Section 27 of the Fire Services Act authorizes an appeal of an Order to the Fire Commissioner. The appeal is to be submitted in writing within (ten) 10 days of receipt of the order.