

Stratmoor Hills Fire Protection District

Policy

Number: B-6

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Subject: Fire Code Enforcement

Purpose: The Fire Chief of SHFPD, the appointed Fire Inspector or other fire department members designated by the Fire Chief have the authority to enforce the provisions of the International Fire Code (IFC), adopted by Fire District resolution, and all Federal, State, and Local laws pertaining to fire, the prevention of fire, the suppression or extinguishment of fires, life safety, and hazardous materials. This is accomplished through the issuing of permits and the performance of inspections of properties in the District.

Procedure:

Section 1. Permits - New Construction or Remodel

- 1.1 Applications and permits. The Fire Inspector receives applications, reviews construction documents, issues permit for construction, issues permit for operations, inspects the premises for which such permits have been issued and enforces compliance. *Ref IFC 15 104.2*
Operational Permit. An operational permit allows the applicant to conduct an operation or a business for which a permit is required for a prescribed period, or until renewed or revoked. *Ref IFC 15.105.1.2*
- 1.2 Submittals: Construction documents and supporting data shall be submitted in two or more sets with each application for a permit as required by the Fire Inspector. *Ref IFC 15 105.4.1*
Exceptions -- Construction documents and supporting data may be submitted in an electronic form. One paper set will be required for stamp of approval.
- 1.3 The Fire Inspector may waive the submission of construction documents and supporting data not required to be prepared by a registered design professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with the IFC.

Section 2. New Construction or Remodel Fee Schedule

- 2.1 New construction and remodeling –
\$35.00 base fee plus \$1.00 per \$1,000.00 of estimated cost of construction. Exception: Single family dwelling.
- 2.2 Fire protection systems – standpipe, sprinkler, extinguishing and alarm:
 - \$0.01 to \$2,000.00
\$50.00 for first \$500.00 plus \$1.50 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
 - \$2,000.01 to \$25,000.00
\$150.00 for first \$2,000 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
 - \$25,000.01 to \$50,000.00
\$288.00 for first \$25,000 plus \$4.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
 - \$50,000.01 to \$100,000.00
\$400.00 for first \$50,000 plus \$3.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
 - \$100,000.01 and up
\$550.00 for first \$100,000 plus \$2.50 for each additional \$1,000.00 or fraction thereof.
- 2.3 Additional inspections including special requests, re-inspections, consultations, and additional review and inspections necessitated by revisions - \$35.00 per hour or any portion thereof with one hour minimum.
- 2.4 All permits and certificates, as required by the IFC and by the Stratmoor Hills Fire Protection District - \$35.00 per permit.
- 2.5 Investigation fee - \$150.00 for the first four-hours, \$35.00 per hour after.
- 2.6 Variance request fee - \$100.00 per request. Any request for variance must be submitted at least five (5) business days before a regular or special meeting of the variance board.
- 2.7 Any inspection that required the use of Fire Department apparatus for any reason shall be charge \$200.00 minimum for the first two-hours, \$50.00 per hour after.
- 2.8 Temporary membrane structures and tents. An operational permit is required to operate an air-supported temporary membrane or a tent having area more than 1,400 square feet. Permit fee minimum \$300.00
- 2.9 Violation penalties. Within the District any persons who shall violate a provision of the IFC or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the Fire Inspector, or of a permit or certificate used under provisions of the IFC shall be guilty of a Misdemeanor, punishable by a fine or by imprisonment or both such fine and imprisonment. Each day that a violation continues after due notice

has been served shall be deemed a separate offense. Penalties shall be assessed for violations of this code as authorized by C.R.S. 32-1-1002 (3) and (4), or any other applicable Federal, State, or Local law. *Ref IFC 15 109.4.1 Amended.*

Section 3. Inspections

3.1 Fire Inspections are an issue of life safety, accident prevention and fire prevention. When inspecting, the Fire Inspector is, in general, looking for the following:

1. General Precautions Against Fire
2. Emergency Preparedness
3. Fire Protection Requirements
4. Electrical Safety
5. Exits and Entrance Requirements
6. Flammable/Combustible Liquid Safety
7. Hazardous Materials Operations and Storage
8. Other specialized Operations and Storage

The Fire Inspector is authorized to conduct such inspections as are deemed necessary to determine the extent of compliance with the provisions of the IFC. *Ref. IFC 15 106.2*

The District requires all businesses, churches, educational institutions and multi-family residences to have regular fire inspections.

The fire inspector will typically give between 2 – 4 weeks to correct a violation. Some serious violations require immediate action and must be corrected immediately. Violations may be given more time to correct if they do not pose an immediate hazard. A 2nd follow-up inspection will be conducted to make sure the violation has been corrected. The inspector will continue to follow-up until the violation is corrected. A fine may be assessed after the third correction notice is issued and if there is no progress towards resolving the violation.

3.2 If all code violations have been corrected, a letter must be sent to the owner/occupant stating that the follow-up inspection found that the violation was corrected. This letter also gives the Fire Inspector a second opportunity to thank the owner/occupant for cooperating.

3.3 If some code violations have not been corrected, but the owner/occupant is making a conscientious effort to comply, the owner/occupant should be complimented for the progress that has been made. A date and time for another follow-up inspection then set. The inspection files are updated, and the original copy of the inspection form remains with the owner/occupant

Section 4. Fines for Inspection non-compliance

- 4.1 If the code violations have not been corrected and it is apparent that the owner/occupant has made no effort to correct them, a final notice with a date for another inspection is issued. The final notice informs the owner/occupant exactly what legal action can be taken if full compliance is not attained by the date specified. At the same time, the owner/occupant's right to appeal and the appeal process is reemphasized.
- 4.2 Fines to be imposed are based off the level of infraction(s) that are pre-determined in the Fire Department Emergency Reporting System (ERS) and will be included in the Inspection Report given to the Business owner/occupant at the time of inspection. A fine table can be requested by the Business Owner/Occupant at any time during business hours: Monday - Friday - 08:00 - 17:00 hrs. and in accordance with CORA.
- 4.3 Refusal of inspection
It is unlawful for any person to interfere with the Fire Chief, Fire Inspector or any department member designated by the Chief, to conduct an inspection, in the discharge of their duties or to hinder or prevent them from entering upon or from inspecting any buildings, establishments, enclosures, or premises in the discharge of their duties. (*Ref C.R.S. 32-1-1002 (3)*)

Section 5. Records

- 5.1 The Fire Inspector shall keep a record of periodic inspections, tests, servicing and other operations and maintenance as required by IFC. Such official records shall be retained for a period as prescribed by the IFC or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations Ref IFC 15 104.6. The Inspector is authorized to prescribe the form and format of such recordkeeping. Ref. IFC 15 107.3. A record of periodic inspections, tests, servicing and other operations and maintenance shall be maintained on the premises or other approved location for not less than 3 years, or a different period where specified in The IFC or referenced standards.
- 5.2 Permit Approvals. A record of approvals shall be maintained by the Fire Inspector and shall be available for public inspection during business hours in accordance with applicable laws.
- 5.3 Inspections. The Fire Inspector shall keep a record of each inspection made, including notices and orders issued, showing the findings and disposition of each. *Ref IFC 15 106.6.2*
- 5.4 Fire records. The fire department shall keep a record of fires occurring within its jurisdiction and of facts concerning the same, including statistics as to the extent of such fires and the damage

caused thereby, together with other information as required by the Fire Inspector. *Ref IFC 15 106.6.3*

- 5.5 Administrative. Application for modification, alternative methods or materials and the final decision of the Fire Inspector shall be in writing and shall be officially recorded in the permanent records of the District. *Ref IFC 15 106.6.4*

Section 6. Board of appeals.

- 6.1 To hear and decide appeals of orders, decisions or determinations made by the Fire Inspector relative to the application and interpretation of this code; the board of appeals shall be established by the provisions of Appendix A of the IFC. *Ref IFC 15 108.1*