



## What can I expect during my Annual Fire and Life Safety Inspection?

The purpose of a Fire and Life Safety Inspection is to identify hazardous issues in a commercial facility and open a dialogue between the Fire Department and your business to ensure everyone's safety. This document lays out a typical fire inspection timeline from start to finish:

1. The Fire Inspector will visit your business (usually without advanced notice), make introductions and update emergency contact information.
2. Educational items, inspection timeframe and fee schedule will be explained.



INVOICE		
Company:	Invoice #:	00000001-0000-0000
Bill to:	Invoice Date:	March 10, 2017
City:	Invoice To:	City
State:	Invoice To:	City
Country:	Invoice To:	City
Address:	Invoice To:	City
Phone:	Invoice To:	City
Fax:	Invoice To:	City
Website:	Invoice To:	City
Account:	Quantity:	Amount:
Item:	1	\$0.00
Subtotal:		\$0.00
Tax:		\$0.00
Total:		\$0.00

3. The Fire Inspector will walk through your building with a representative and will point out any fire code violations. The items that the Fire Inspector identifies could be a hazard such as the use of an extension cord or a life safety hazard like a blocked exit door.

4. The Fire Inspector will keep a record of the violations and provide you with an electronic correction order within 24 hours of the inspection.

5. The fire inspector will come back within 30 days for the first follow-up inspection.

\* Any life safety hazards are required to be corrected while the fire inspector is on site.

6. If all items are corrected within the first 30 days and the inspection is closed, an invoice will be sent electronically. The initial inspection fee covers the initial inspection and the first reinspection.

7. If items are not corrected within the first 30 days, additional inspection fees apply for each visit. (Please see the fee schedule insert for specific pricing.)