

# **SUPPLEMENTAL PACKET**



Fire Inspections

## Fire Inspections

The Fire Marshal is responsible for the plan review and inspections to ensure the proper installation of life safety requirements, fire suppression and extinguishing systems, and fire alarm systems. The Fire Marshal also conducts life safety fire inspections of existing commercial, industrial structures, child care/daycare homes to ensure continues compliance with Minnesota State Fire and Building Code for the safety of the building occupants, the volunteer firefighters and our community. This program is built to assist building owners, managers and occupants in identifying violations and correcting and educating people and property as safe as it can from a possible emergency.

Fire safety inspections are completed on a yearly and throughout the community as needed. Many code violations are minor in nature. These minor violations can easily be the main cause of a fire in your business or home. If you have questions or concerns about a violation or safety issue, please contact the Lower St. Croix Valley Fire Department at (651)436-7033 or [Robert.corey@lscvfd.org](mailto:Robert.corey@lscvfd.org)

### Residential Homes:

Residential homes are not on the inspection list however the Lower St. Croix Valley would love to help you out if a community member would like a safety inspection. To schedule a fire inspection, call (651)436-7033.

### Annual Maintenance:

Yearly, industrial and commercial occupancies need to take their fire alarm or fire protection system out of service for maintenance or repairs.

Before you start any project on your systems have the monitoring company or the maintenance repair contact Washington county dispatch at (651)000-0000 and/or call the Lower St. Croix Valley Fire Department to notify us that the system will be out of service. Once you have completed your tasks with the fire system and the system is back in service notify the Lower St. Croix Valley Fire Department at (651)436-7033.

[\(Out of Service pdf\)](#)

### General Requirements

1. A fire watch is required in accordance with the Minnesota State Fire Code Section (2015).
2. A fire watch shall be initiated when a fire protection system is out of service due to system failure. A system failure shall include systems removed from service due to an excessive number of accidental activations.
3. Prior to system deactivation occupants in those areas of the building to be affected shall be notified that the fire protection system will be deactivated.

# Certificate of Occupancy

## Certificate of Occupancy Requirement:

- (A) All commercial buildings in the Five city district are required to have and maintain a fire certificate of occupancy, issued by the Lower St. Croix Valley Fire Department. The certificate of occupancy is an indication that the building meets, at the time of inspection, all relevant codes to maintain the health, safety and welfare of the buildings occupants and the general public.

## Certification process

Buildings and occupancies requiring a certificate of occupancy.

- (A) A building or portion there of will receive a certificate of occupancy from the city's building official upon completion of construction and/or rehabilitation.
- (B) Buildings which have a change in use or occupancy and become subject to the certificate of occupancy requirement.
- (C) Commercial buildings are required to have current certificate of occupancy. The certificate of occupancy will be issued subject to periodic inspections based on a curriculum that is set forth by the fire protection district.

Information and application:

Owners of commercial buildings subject to the certificate of occupancy shall apply for a certificate of occupancy. The application can be found on the lower st. croix valley fire departments website. [www.lscvfd.org](http://www.lscvfd.org) The following information should be answered the best of your ability:

- (A) A description of the building.
- (B) The name, address and a telephone number of the owners.
- (C) The name, address and a telephone number of the property managers.
- (D) Any additional information that would be relevant to the property.

Inspection:

Prior to receiving the certificate of occupancy. All commercial buildings shall obtain a safety code inspection to determine whether the building is in compliance with all safety codes.

Issuance:

Upon finding of no violations of the provisions of state and local safety codes, the Lower St. Croix Valley Fire department shall issue a certificate of occupancy.

## **Renewal of Certificates of Occupancy**

All certificate of occupancy shall be renewed on an annual schedule.

## **Suspension, revocation and denial**

Grounds for revocation:

The fire code official may, in writing, issue a notice to owner(s) and known interested parties of the city's suspension or revocation of the certificate of occupancy issued under the provisions of this code, or deny an application there for

- (A) When the certificate was issued in error, or on the basis of incorrect information supplied;
- (B) When the owner(s) has submitted a false, incomplete or inaccurate statement as a part of the application for certificate;
- (C) If it is found upon inspection of a fire code violation of the fire code official that the building or occupancy is in violation of provisions of this or other applicable safety codes, ordinance, rules and regulations;
- (D) If the building becomes unoccupied or is a vacant building;

Notice of suspension, revocation or denial:

When the fire code official revokes, suspends or denies a certificate of occupancy for safety code violations, the notice shall state

- (A) The specific reason(s) for the Fire departments suspension, revocation or denial of the certificate of occupancy
- (B) The effective date of the revocation, suspension or denial of the certificate of occupancy
- (C) Statement indicating that the commercial building or portion of the building may not be used or occupied until such time as the said certificate is issued or renewed or suspension lifted following inspection and a determination by the fire code official that the building is in compliance with applicable safety.
- (D) Statement that the owner may appeal to the elected appeals board in each of the five cities.

Reinstatement following suspension or revocation:

If the certificate of occupancy is suspended or revoked for a building, or portion thereof, that the building or portion thereof, shall not be occupied until such time as the certificate of occupancy is reinstated

## **Inspections**

Scope of inspection:

The fire code official is authorized, in conformity with this section, to inspect all building whether having a fire certificate of occupancy hereunder or not. The inspection may include the building, the land upon which it is located and accessory uses or structures. All inspections authorized by this chapter shall be limited to those which are done for the purpose of seeking compliance with applicable safety codes, and shall take place only at reasonable hours or as may otherwise be agreed upon by the owner and the fire code official.

Notice of violations:

The fire code official shall give written notice to the owner and any known interested parties of any violations of the applicable safety codes which are discovered during any inspection.

Administrative search warrant:

Access during reasonable times shall not be denied by any owner., occupant or other person in charge of the premises. The fire code official may obtain a search warrant where probable cause exists to believe that the premises are in violation of this section. Provided, however, that no search warrant is needed for entry where an emergency condition exists and sufficient time to obtain a warrant is unavailable

### **Regulations**

New owner:

A new owner of a building with a certificate of occupancy shall file with the Lower St. Croix Valley Fire Department. Such application should be filed within (30) days after such new owner obtains new ownership in the building, whether or not such interest has been recorded.

Change of Use:

Changes in the use of a building shall not be made without the approval of the City the permit was obtained and the Lower St. Croix Valley Fire Department. If changes are made without filing paperwork and did not get the change approved they shall immediately be required to meet all requirements of law, including the requirement for a certificate of occupancy before being used for such new or changed use.

### **Fees**

At this time there are no fees

## Testing and Inspection Requirements

Building owners are required by the Minnesota Fire Code to maintain fire safety equipment. Remember to keep and maintain all records of the testing and inspection and submit them to the Lower St. Croix Valley Fire Department

### Fire Alarm Systems:

- (1) Annual inspection and testing by state licensed contractor
- (2) System smoke detectors must be replaced when they fail the required test
- (3) Single station smoke alarms must be replaced when they fail or within 10 years of manufacture

### Fire Sprinkle Systems:

- (1) Annual inspection and testing by state licensed contractor

### Fire Pumps

- (1) Diesel fire pumps must be run weekly. Annual inspection and testing by state licensed contractor
- (2) Electrical fire pumps must be run monthly. Annual inspection and testing by state licensed contractor

### Kitchen Hood Cleaning

- (1) Inspection and cleaning schedule vary depending on the volume of grease build up

### Portable Fire Extinguishers

- (1) Monthly inspection by company personnel
- (2) Annual inspection by qualified service technician

### Exit Signs

- (1) 30 second operational test monthly
- (2) 60 minute operational test annually

### Emergency Lighting

- (1) 30 second operational test monthly
- (2) 60 minute operational test annually

### Fire Doors

- (1) Horizontal or vertical sliding and rolling fire doors must be inspected and tested annually.

**2018 Priority Goals**

|   | RB | JR | BP | SR | RN |
|---|----|----|----|----|----|
| Complete Laserfiche implementation  |    |    |    | X  | X  |
| Complete task management calendaring system implementation                              |    |    |    | X  |    |
| Complete paperless agenda packets implementation  |    |    |    | X  |    |
| Publish the complaint log with Weekly Update sorted by open complaints                  |    |    |    | X  |    |
| Make improvements to noise ordinance regarding vehicle noise                            |    |    |    | X  |    |
| Develop Bridge Repair/Replacement Long Term Plan  |    |    |    | X  |    |
| Complete and Adopt Industrial District Ordinance Amendment                              |    |    | X  |    | X  |
| Update the Natural Resources Inventory  | X  |    |    |    |    |
| Adopt objective Conservation Overlay District land use standards                        | X  |    |    |    |    |
| Identify on our zoning map those areas containing category five natural resources       | X  |    |    |    |    |
| PFC's and 3M Settlement- protect Afton groundwater and obtain adequate share of funding |    |    | X  |    | X  |
| Manage final stages of Downtown Project   |    |    | X  |    |    |