



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 4.08 Building Department Notification



BUILDING DEPARTMENT NOTIFICATION

Effective: June 17, 2021
Scheduled Review: June 17, 2024
Approved: Fire Chief Mike Kennedy

I. PURPOSE

To establish a procedure to inform the building department of impacts to buildings or building systems. This is especially important for non-owner occupied units and / or units where unlicensed staff may perform electrical, plumbing, or mechanical work.

II. RESPONSIBILITY

It shall be the responsibility of the incident commander and / or senior officer at an incident to request the battalion chief, assistant chief(s), or fire chief to make building department notification.

If fire prevention is on scene, the fire prevention representative will make notification.

The following is a list of incidents where the building department shall be notified. Depending on phone consultation, a building official may respond or address the next business day.

- Vehicle crash into building with building damage.
- Water leak / pipe break with significant flooding.
- Carbon monoxide incident where carbon monoxide source is identified.
- Structural collapse.
- Structure fires.
- Mold or rodent infestations.
- Hoarding.

III. PROCEDURE

The fire department shall not turn on natural gas, propane, water, or electricity once shut-off due to a known issue. The exceptions may be electrical circuits that were shut-off while trying to determine the appropriate circuit to isolate an issue or refilling a fire suppression system once a sprinkler head is replaced.

The fire department may allow temporary occupancy of the structure if air monitoring or other evaluation deems appropriate.

The fire department will advise the occupant, owner, maintenance company, or property management that any repairs must be done by a licensed contractor with appropriate permits from the City building department.

Building department notification:

Primary: Deputy Building Official Mike Lemieux (number in BC phone)

Secondary: Building Official Glen Dempsey (number in BC phone)