



# ANN ARBOR FIRE DEPARTMENT

## Standard Operating Procedures – 4.7 Fire Inspections



### FIRE INSPECTIONS

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Effective: November 29, 2018  
Scheduled Review: November 29, 2021  
Replaces: 501 Existing Building Fire Safety Inspections and Invoicing  
Approved: Fire Chief Mike Kennedy

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#### I. PURPOSE

The purpose fire inspections is to allow for the prevention of fires and the protection of persons and property from exposure to the dangers of fire and explosion; to require the razing, repair and alterations of buildings, and the clearing and improvement of premises which constitute a fire hazard or a menace to the peace, security or safety of persons or property; and to control the use and occupancies of such buildings and premises.

The Fire Prevention Bureau shall document all occupancy inspections, complaints, and history. The Ann Arbor Fire Prevention Bureau shall attempt to conduct inspections on all required occupancy locations pursuant to the City of Ann Arbor Ordinance, while maintaining a fair cost recovery fee schedule for these services.

The City of Ann Arbor has adopted the International Fire Code (IFC), 2015 edition, as published by the International Code Council, including Appendices B, C, D, E, F, G, H, and I, except those sections and appendices amended, deleted, or added as provided in this chapter. (2) The IFC, together with the provisions of Chapter 111 of Title IX of the Ann Arbor City Code, shall be known as the Ann Arbor Fire Prevention Code, which regulates conditions hazardous to life and property from the standpoint of fire and explosion in the city and defines the fire marshal's scope of authority.

#### II. INSPECTION FREQUENCY

The Fire Prevention Bureau will strive to inspect occupancies under the frequency listed in Chapter 111 of Title IX of the Ann Arbor City Code. Below are excerpts from the Chapter 111 of Title IX of the Ann Arbor City Code.

Structures shall be classified according to the occupancy classifications as defined in the International Fire Code. Periodic fire safety inspections by the fire marshal, or his/her designee, are required for structures annually, every two (2) years, or every three (3) years, depending on occupancy classification as provided below. Except as otherwise provided, the occupancy classifications specified below include all groups within the IFC occupancy classification. Where multiple use groups apply to a structure, the applicable period for inspection for the entire structure will be the period applicable to the use group that represents the greatest percentage of the total square footage of the structure.

- A. Occupancy Classifications Requiring Annual Inspections:
- i. Assembly Group A
  - ii. Factory Industrial Group F
  - iii. High Hazard Group H
  - iv. Mercantile Group M



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- v. Residential Group R (Group R-1 and Group R-2, only, as specified below).
  - a. Residential Group R-1: hotels, motels, and transient boarding houses, only.
  - b. Residential Group R-2: dormitories, fraternities, and sororities, only.
- B. Occupancy Classifications Requiring Inspections Every 2 Years:
  - i. Business Group B
  - ii. Storage Group S
- C. Occupancy Classifications Requiring Inspections Every 3 Years:
  - i. Miscellaneous Group U.

The fire marshal, or his/her designee, shall have the authority to enter a structure at all reasonable times to conduct an inspection required under this section and as provided in the IFC.

- A. If the structure is occupied, entry will first be requested.
- B. If the structure is unoccupied, a reasonable effort will be made to locate the owner or other person having charge or control of the structure and entry will be requested.
- C. If entry is refused, the following steps will be taken by the fire marshal or his/her designee.
  - i. Leave the premises.
  - ii. Check BS&A for other parcels owned by the property owner(s) and forward this property list to the fire marshal (if designee is completing).
  - iii. The City Attorney's Office will mail a letter informing the owner(s) of the City of Ann Arbor requirements and possible pursuit of a warrant to conduct the inspection.
  - iv. City Attorney's Office will pursue a warrant if the property owner(s) are still denying entry.
  - v. The inspection and re-inspection will be conducted under the warrant.

An inspection report shall be provided to each building owner / representative after each inspection. Unless the violation presents an immediate threat to life safety or causes an imminent fire condition, the building owner / representative will be given at least thirty (30) calendar days to mitigate the violation(s).

### III. INSPECTION PROCEDURES

- A. Initial Inspection
  - i. The involved property/occupancy initial inspection shall be scheduled according to available resources as established by Chapter 111 of Title IX of the Ann Arbor City Code.
  - ii. If violations exist, a follow-up inspection shall be scheduled dependent upon the totality of identified violations.



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- iii. No matter the initial inspection's disposition, an inspection report shall be provided to the involved property/occupancy representative within ten (10) calendar days.
- B. First Re-Inspection
- i. Upon completion of follow-up inspection, if identified violations have been resolved no cost recovery fees shall be assessed, and an inspection report shall be provided to the involved property/occupancy representative within ten (10) calendar days.
  - ii. If identified violations are still present; the occupancy shall be posted. A "posting" is a sticker affixed to the front of the occupancy advising the public of non-compliance. A \$200.00 posting fee shall be invoiced to the property's responsible party (owner).
  - iii. A second re-inspection shall be scheduled prior to the fire inspector leaving the involved property. The second re-inspection shall be scheduled based upon the totality of the existing violations; not to exceed twenty-one (21) calendar days.
  - iv. A follow-up inspection report shall be provided to the involved property/occupancy representative within ten (10) calendar days.
- C. Second Re-Inspection
- i. Upon completion of second re-inspection, if identified violations have been resolved a cost recovery fee of \$160.00 shall be assessed to the property's responsible party (owner).
  - ii. If identified violations are still present; the occupancy shall be posted for a second time. A \$350.00 posting fee shall be invoiced to the property's responsible party (owner).
  - iii. A third re-inspection shall be scheduled prior to the fire inspector leaving the involved property. The third re-inspection shall be scheduled based upon the totality of the existing violations; not to exceed twenty-one (21) calendar days.
  - iv. No matter the second re-inspection's disposition, an inspection report shall be provided to the involved property/occupancy representative within ten (10) calendar days.
- D. Third Re-Inspection
- i. Upon completion of third re-inspection, if identified violations have been resolved a cost recovery fee of \$160.00 shall be assessed to the property's responsible party (owner); at which time, the respective property owner/occupancy representative can remove the posting notice(s);
  - ii. If identified violations are still present; the involved appropriate property owner/occupancy representative shall be issued a citation for each outstanding violation still present.
  - iii. The involved fire inspector shall request a court appearance by marking the appropriate box located on a citation form;
  - iv. A \$500.00 posting fee shall be invoiced to the property's responsible party (owner).



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### E. No Show Fee(s)

- i. At the fire inspector's discretion, a no show fee of \$250.00 shall be invoiced to the property's responsible party (owner) for any missed scheduled inspections.

### IV. COST RECOVERY FEES

The fee schedule for permits, inspections, and violations shall be established by resolution of the City Council upon the recommendation of the city administrator. Invoicing for fire inspections shall follow the current fee schedule.