



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 4.08 Building Department Notification



BUILDING DEPARTMENT NOTIFICATION

Effective: April 28, 2023
Scheduled Review: April 28, 2026
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.
Notification may occur via phone or email depending on incident factors and urgency.

- Structural collapse.
- Structure fires.
- Vehicle crash into building with building damage. (if façade only email may be sufficient)
- Water leak / pipe break with significant flooding (depending on building impact email may be sufficient).
- Carbon monoxide incident where carbon monoxide source is identified (if source is shut-off email is sufficient).
- Mold or rodent infestations (email is generally sufficient).
- Hoarding (email is generally sufficient).

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 for phone notification:

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

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



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If phone notification was not made or unable to speak with someone directly, an email will be sent by the reporting person to the email group fdbuildingnotice@a2gov.org. This group includes all necessary building officials.