

ANN ARBOR FIRE DEPARTMENT Fire Inspection Program



OUR MISSION:

The mission of the Ann Arbor Fire Department is to efficiently and professionally protect the residents and visitors of the City of Ann Arbor from adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature that may threaten their lives or property. We strive to do so using a wide variety of programs varying from prevention to response in a safe and courteous manner.

ANN ARBOR FIRE DEPARTMENT
FIRE PREVENTION BUREAU
111 N. Fifth Avenue | Ann Arbor, Michigan 48104

Phone: 734.794.6979 | Fax: 734.761.3592
www.a2gov.org/fire

Dear Ann Arbor Business Owner,

The enclosed Fire Safety Inspection Fee Schedule for nonresidential structures is in effect as of July 1, 2018. Please note the following:

- The schedule is based on a price-per-square-foot fee for the entire building.
- The structure features a reduced administrative fee for each “grouping of tenants” ranging from 2-25, 26-50, 51-100, and more than 101 businesses in buildings with multiple business tenants.
- The fee schedule for subsequent inspections after the original follow-up inspection has a set minimal, one-hour inspection charge. A posting charge will also be incurred if the business is found to still be noncompliant. Only two subsequent inspections will be performed. If, at the end of the second subsequent inspection, there is still noncompliance, a citation will be issued, and the business/building owner would have to settle the citation through the court system.
- The fee structure includes a no-show fee for scheduled appointments.

As the new fee structure was being considered, the Ann Arbor Fire Department hosted focus groups with local business owners to gather their feedback. The city thanks those who took the time to participate and help us to improve the fire inspection fee program. We hope you find it more equitable than the past fee structure and more consistent with the fee structure currently used by the city’s housing department. From many of you, we heard this was a common theme, we believe we have responded appropriately to that suggestion.

Please continue reviewing this Fire Safety Inspections brochure for more information. Details can also be found at [**www.a2gov.org/fire**](http://www.a2gov.org/fire).

Sincerely,
The Ann Arbor Fire Department
Fire Prevention Bureau

ANN ARBOR FIRE INSPECTION PROGRAM



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The Fire Inspection Program

The Fire Prevention Bureau is responsible for providing inspection services to the business community in Ann Arbor and to ensure buildings are safe for both occupants and visitors while educating the public about fire prevention and safety. A routine fire inspection not only provides the fire department with valuable information for site planning, but provides us with a chemical inventory of a business and risk assessment in case of an emergency response.

Together with the provisions of Chapter 111 of the City Ordinance, the City of Ann Arbor has adopted the International Fire Code (IFC) as published by the International Code Council and is known as the Ann Arbor Fire Prevention Code. A complete copy of the IFC is available to the public for inspection in the Ann Arbor City Clerk's Office and in the City of Ann Arbor Fire Prevention Bureau. The Fire Prevention Bureau can be reached at 734.794.6979 or email a2fp@a2gov.org.

Authority To Inspect A Business

Under Public Act 207 of 1941 – Fire Prevention Code, Section 29.8, authorizes inspections and examinations of buildings and premises for the purpose of finding, reports, and recommendations related to the fire hazards.

Frequency of Inspections

Inspections are performed on a 1, 2, or 3-year rotation depending of your type of business. Bars, restaurants, factories, hotels, malls, and mercantile are inspected annually. Businesses such as an insurance agency, bank, and those providing professional services like a doctor's office or clinic are inspected every two years. Storage facilities are inspected every three years. Should you have any questions regarding the inspection frequency for your particular business, please contact the Fire Prevention Bureau.

City of Ann Arbor
Fire Service Unit Fee Schedule
Effective July 1, 2018

**Fire Safety Inspections (Inspection with One Follow-Up Inspection)
Based on Square Footage according to City Assessor Records**

Base Building Inspection Fee for less than 50,000 SQ FT	6.5 cents
Base Building Inspection Fee for 50,000 SQ FT or more	4.5 cents

Hotel / Storage Unit Inspections

Total common areas and minimum 5% of randomly selected rent/lease rooms less than 50,000 SQ FT	6.5 cents
Total common areas and minimum 5% of randomly selected rent/lease rooms greater than 50,000 SQ FT	4.5 cents

**It will be the discretion of the fire inspector to increase the number of inspected hotel rooms based on conditions/violations discovered at the time of the inspection, which will be an additional charge by square footage.*

**Building owner will be responsible for self-inspecting and submitting their signed affidavit inspection checklists to the Fire Prevention Bureau within thirty (30) days of initial scheduled inspection, or these rooms will be inspected and charged accordingly.*

Additional Administrative Processing Fee for Multiple Business Units	2-25 units	\$50
	26-50 units	\$100
	51-100 units	\$200
	101+ units	\$400
No Show for any Inspection		\$250

Posting Violation Administrative Fee Schedule

Follow-Up / ¹ Re-Inspection of original inspection (no outstanding violations)	\$0
If on Re-Inspections outstanding violations exist, the occupancy shall be POSTED	\$200
Subsequent Re-Inspection Based on Outstanding Violations	
POSTED 2 nd Re-Inspection for each Business Unit to be Re-Inspected	\$160
If continuing outstanding violations present, 2 nd POSTING Notice shall be issued	\$350
POSTED 3 rd Re-Inspection for each Business Unit to be Re-Inspected	\$160
If continuing outstanding violations present, CITATION(S) shall be issued for each violation requiring court appearance	\$500
No Show for any Inspection	\$250

Permits

Pyrotechnics Special Effects	\$150
Commercial Prescription Burn	\$150
Residential Prescription Burn	\$50
Bonfire	\$50
Tent/Canopies (Self-Inspection)	\$25

FALSE ALARM RESPONE FEE

False Fire Alarm Response	\$250
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ADDITIONAL FEES

Outside Regular Business Hours Inspection Fees – Per Hour	\$125
Weekdays – Minimum 1 Hour Charge	
Weekends or Holidays – Minimum 4 Hours Charge	
Hydrant Flow Testing	\$125
Cost Recovery for Fines, Warrants, etc – Per Hour Per Person	\$125
Permit Standby Fee if Required	
Inspector/Marshal – Per Hour	\$125
Vehicle – Per Hour	\$250
Fire Operations Personnel – Per Hour	\$96



INSPECTION CHECKLIST

During your fire safety inspection, the inspector will check for a variety of items. The list below is just a few of the things the inspector will look for during an inspection.

Up-to-date inspection records for the following systems:

- Portable fire extinguishers.
- Fire alarm systems.
- Fire suppression sprinkler systems.
- Commercial cooking suppression systems and exhaust hood system cleaning.

Other Checklist Items:

- ✓ Exit signs and emergency lights. They must be in working order.
- ✓ Exits and aisle ways. They must be kept clear.
- ✓ To ensure there is a 36-inch clearance for all public aisle ways and 28-inch clearance for all non-public aisle ways.
- ✓ Storage heights in stock and store rooms including basements:
 - Facilities protected by fire sprinklers, storage can be no closer than 18 inches from the ceiling.
 - Facilities not protected by fire sprinklers, storage can be no closer than 24 inches from the ceiling.
- ✓ For proper usage of extension cords and multi-plug adaptors.
- ✓ Outlets and light switches. These must be covered with a wall plate.
- ✓ To make sure there are no open junction boxes or exposed wires.
- ✓ For holes or breaches in the drywall, these must be repaired.
- ✓ Ceiling tiles in drop ceilings. These must be in place.
- ✓ To ensure there is a 36-inch clearance around all sprinkler heads, electrical panels, furnaces, boilers, and water heaters.
- ✓ Fire lanes are properly marked and clear of parked cars and other obstructions.
- ✓ The Fire Department Connection (FDC). It must be kept clear of vegetation or other obstructions and inlets must be sealed with manufacturers' caps.
 - In some locations, locking FDC caps may be the best choice for your business. Contact Fire Prevention for more information.



VIOLATION INFORMATION

How Do I Appeal a Violation?

If you receive a violation that you feel is incorrect, first contact the Fire Marshal's office for an explanation or correction. If for any reason you still feel a violation should be removed, you must then submit your concerns to the Ann Arbor Building Board of Appeals.

City Ordinance Title IX – Police Regulations, Chapter 111 – Fire Prevention, Section 9:108 – Appeals states:

"Whenever the Chief or the Fire Marshal shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of this code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal from the Chief's or Fire Marshal's decision to the Building Board of Appeals within 30 days from the date of the decision appealed."

KITCHEN HOOD CLEANING SAFETY

Schedule by Type and Volume of Cooking

MONTHLY:

Solid fuel cooking.

QUARTERLY:

High-volume cooking (24-hour charbroilers, woks).

SEMI-ANNUAL:

Moderate-volume cooking.

ANNUAL:

Low-volume cooking (churches, day camps, seasonal businesses)



IMPORTANT TIPS TO REMEMBER



- **Do not** piggy-back multi-plug adaptors.
- A multi-plug adaptor should be plugged directly into a wall outlet. You should **never** piggy-back (plugged into each other) a multi-plug adaptor.
- When using an extension cord in combination with a multi-plug adaptor, the multi-plug adaptor must be plugged directly into the wall outlet, and then the extension cord may be plugged into the multi-plug adaptor.
- Keep all exits free and clear of obstructions.
- Keep all compress gas tanks secured from the chance of falling.
- Repair broken exit signs and back-up emergency lights.
- **Do not** block fire extinguishers.
- Fire extinguishers must be hung on proper brackets or reside inside proper storage cabinets.



Most fire extinguishers operate using the following P.A.S.S. technique:

PULL... Pull the pin. This will also break the tamper seal.

AIM... Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

NOTE: Do not touch the plastic discharge horn on CO₂ extinguishers, it gets very cold and may damage skin.

SQUEEZE... Squeeze the handle to release the extinguishing agent.

SWEEP... Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire reignites, repeat steps 2-4.

If you have any doubt about your ability to fight a fire ...
EVACUATE!



FIRE EXTINGUISHER TIPS

DO NOT FIGHT THE FIRE IF ...

*You don't have
adequate or
appropriate
equipment.*

- If you don't have the correct type or large enough fire extinguisher, it is best not to try fighting the fire. **Call 9-1-1.**



You might inhale toxic smoke.

- When synthetic materials such as nylon carpeting or foam padding burns, they produce hydrogen cyanide, acrolein, and ammonia in addition to carbon monoxide. These gasses can be fatal in very small amounts. **Call 9-1-1.**

Your instincts tell you not to.

- If you are uncomfortable with the situation for any reason, just let the fire department do their job and evacuate the building immediately. **Call 9-1-1.**

As you evacuate a building, be sure to close doors and windows behind you as you leave. This will help slow the spread of smoke and fire.

www.a2gov.org/fire

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