

Appendix E

Self-Inspection Letter Sample



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BUSINESS INSPECTION—DUE UPON RECEIPT

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Office of the Fire Marshal

The Sacramento Metropolitan Fire District (SMFD), Community Risk Reduction Division is committed to the safety and security of our local businesses. The California Fire Code (CFC) and local ordinance require annual inspections of all businesses to ensure the safety of business owners, employees, visitors and customers (Fee Schedule Ordinance No. 2012-02 and CFC 104.5 (2010 edition). <http://metrofire.ca.gov/index.php/agendas-minutes/category/35-ordinances-2012> Customarily, this would require the District to visit your business annually and inspect your property to ensure compliance. Due to a 60% reduction in staffing and over 20,000 businesses which the SMFD is required to inspect annually, the District has developed the SMFD Self-Inspection program for qualified businesses.

SELF-INSPECTION

Your business has been identified as a low fire and occupancy risk and as such you may qualify for the Self-Inspection program. This program allows the Sacramento Metropolitan Fire District to ensure your compliance with the fire code, but allows you to perform the inspection (under the guidance of a certified inspection checklist) with the added benefit of reducing the inspection cost for your business. This mailing contains detailed instructions and a checklist for completing your annual inspection. If you are uncomfortable or unwilling to conduct your inspection please opt out of the Self-inspection program and you will be transferred to the full inspection program at a cost of \$182 instead of the Self-Inspection fee of \$101 (you may opt out by going to www.selfinspect.com and following the instructions). To ensure Self-inspections are in compliance with the Fire Code, the Sacramento Metropolitan Fire District is required to randomly select fully completed Self-Inspections for full inspections. In addition, once every three years, your business will receive a physical inspection by SMFD personnel, i.e., your business may qualify for a self-inspection for two years and a physical inspection will take place in one of the three years.

Performing the Self-Inspection is not complicated. Detailed instructions are provided on the back side of this page for you to complete the Inspection Form as you walk your premises and record responses. The process should only take a few minutes and will help you understand potential safety concerns. The inspection is for your space only and does not include any common area or space shared with other tenants or building owners. The Sacramento Metropolitan Fire District has selected Fire Recovery USA to administer the Self-inspection program through a proprietary website called www.selfinspect.com. After your inspection walk around is completed please log on to this website with your personal user name and password (see the back of this form) so you may enter your inspection results into their system. As a note of caution, it will do no good to enter a "NO" as a response as the system will not allow you to complete a failed inspection. It is your responsibility to achieve compliance, regardless of whether a failed item is your responsibility or your landlord's.

In the spirit of being "Green", we are striving to reduce the number of paper items we process in the normal course of business. Therefore, for those filing their self-inspection through the website the inspection fee will be further reduced to \$91. For those who elect to file their inspections by mail they can do so by mailing their completed inspection and a check for \$101 to Fire Recovery USA to cover the additional processing costs. Upon Fire Recovery USA's receipt of the fully completed Self-inspection form and payment, a Fire Inspection Certificate will be downloadable from the website to print and post in your office.

Each item on the Fire Inspection Form must be verified as being in compliance or repaired prior to submitting the form. This Fire Inspection Form is not all-inclusive. In addition to the items listed on the Fire Inspection Form, it is both the property owner's and occupant's responsibility to ensure compliance with all other applicable codes within their space. All violations must be reported to the Sacramento Metropolitan Fire District, Community Risk Reduction Division.

Tenants and / or occupants of the space identified acknowledge by submitting the form all items addressed were in compliance at the time of inspection. Please be advised owners and tenants may be held liable for any damage that occurs as a result of noncompliance as well as for any fines and additional fees.

