

	ROFR Section: 4001		TFCA Best Practices: 3.14	
	Effective: 2/2013	Revision: 12/2014	Fire Chief: 	

Community Risk Reduction / Fire Inspections

Purpose

The purpose of this policy is to provide basic standard operating guidelines for the Red Oak Fire Rescue Life Safety Division, Fire Inspections program. Inspections are to ensure compliance and enforcement of the Red Oak Fire Rescue Fire Marshal's Division referred to as the Life Safety Division and to protect the lives and property of the citizens of Red Oak, Texas.

Policy

The Fire Marshal's office shall promote the safety of buildings within its jurisdiction through fair and effective means, including plan reviews, third party plans review, construction, permit, license, and annual inspections, as well as participate actively in the City of Red Oak's Code Services Department. The inspections program will follow the tenets of the fire code, amended code, and North Central Texas Council of Governments fire amendments as adopted by the City of Red Oak and all referenced standards therein.

Plan reviews shall be conducted for the following:

- fire protection systems,
- site development plans,
- building construction/finish-out/remodel plans,
- permit application drawings/documents.

Inspections shall be conducted for the following:

- construction inspections as required per project,
- fire protection systems as required per project,
- annual inspections for permitted occupancies as declared in the IFC or other adopted codes,

- annual inspections for licensed facilities (e.g., daycares, schools, hospitals, foster care, group homes, etc.),
- annual inspections on all other occupancies as time allows,
- complaint follow-up inspections as required.
- certificate of occupancy

Inspectors will participate in the Code Services Department program:

- attend meetings at times convenient to the customer/client in regards to proposed new projects/additions,
- attend regularly scheduled staff meeting and meetings ad hoc for Code Services Department group when requested

Inspectors will keep records of their inspection and plan review activities:

- in Firehouse,
- in other software as designated by the City of Red Oak Fire Rescue, City of Red Oak

Inspectors shall use the following methods to effect code compliance (the inspector shall have discretion as to which action is appropriate based on the violator's conduct, demeanor, desire for compliance and history):

- education,
- verbal warning,
- written warning,
- written citation with associated fines as set by municipal court,
- stop-work order,
- business closure.

Inspectors shall be available for fire watch duties as prescribed in the fire marshal's office on-call policy.

Inspectors shall maintain relevant skills pertaining to plan reviews and fire inspections by participating in or reviewing:

- local and regional training opportunities,
- ICC code updates,
- vendor training seminars,
- in-state and out-of-state training opportunities as funds allow.

