
Section: 8.3 Inspection Scheduling

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Approved by: L. McMillan 12/21/2009

SCOPE:

This Guideline applies to South Metro Fire Department personnel who are responsible for scheduling fire inspections.

PURPOSE:

This guideline is intended to establish a consistent schedule for the inspection of commercial occupancies and the common space of multifamily buildings. This guideline also serves to institute an inspection program to conduct fire and life safety inspections for the communities of South St. Paul and West St. Paul based on type of occupancy, building population, fuel load, fire protection systems, potential hazards within the occupancy, and the potential community risk associated with the occupancy, as outlined in this guideline.

COMMERCIAL OCCUPANCY GUIDELINES:

It is the intent of the South Metro Fire Prevention Bureau to establish a commercial inspection program to include annual or biennial inspections as follows:

Annual Inspection Schedule for:

- Assembly
- Educational
- Factory/Industrial
- Hazardous Group
- Institutional
- Mercantile (over 7,500 sq./ft.)
- Residential Groups excluding R-3

Biennial Inspection Schedule for:

- Business
- Mercantile (under 7,500 sq./ft.)

Occupancies that are inspected on a biennial schedule will be included in the "Self Inspection Program" to be completed the year an inspection is not conducted.

This schedule may be adjusted based upon need and/or discovery of a concern with fire code non-compliance.

MULTI-FAMILY BUILDING GUIDELINES:

It is the intent for the South Metro Fire Department to inspect the common space of Multifamily Building annually.

Smoke Alarm Inspections shall be conducted annually to verify compliance to the MN State Fire Code inspection and maintenance requirements. A record of the Smoke Alarm Inspections shall be submitted to the South Metro Fire department annually.