



Islamorada, Village of Islands

- ANNUAL FIRE SAFETY INSPECTION -

Department of Fire Rescue
Office of the FIRE CHIEF

Dear Business Owner or Representative,

On behalf of the Islamorada, Village of Islands and Islamorada Fire Rescue, we want to thank you in advance for your cooperation and collaboration with our department to ensure a safe environment for your community. We have worked diligently, and will continue to do so, to create a safe environment for residents and visitors. In order to achieve our mission, it's important to inform our community partners about the annual fire inspections your fire department provides to reassure your safety within the Village.

In accordance with the Village Fire Code, the Village Fire Rescue Department conducts routine fire safety inspections to mitigate any fire and/or life safety hazards in your occupancy. To this effort, Islamorada Fire Rescue will be commencing routine life safety inspections for all restaurants and assembly occupancies located within the Village, in the near future.

How Does a Fire Safety Inspection Work?

The inspection visits usually occur between the hours of 9am to 5pm. The inspector will conduct a thorough inspection to ensure satisfactory life safety conditions on your property, examining such items as:

- ▶ Occupancy load posted.
- ▶ Condition of exits, operation of exit doors, exit signs, building exit discharge areas, etc.
- ▶ Emergency lighting.
- ▶ Condition of interior finish and components of fire-resistive separation.
- ▶ Test records for fire safety systems: Fire Alarm, Fire Sprinkler, Fire Pump, Hood System, Extinguishers, etc.
- ▶ Make sure there is an emergency evacuation plan in place
- ▶ Chiki huts and similar combustible décor - Affidavit attesting to application of fire finish.
- ▶ Knox Box – is there a Knox box in place with the proper door keys and fire alarm panel keys?
- ▶ Electrical – Are there electrical extension cords used as a replacement for permanent wiring?
- ▶ GFCI protection outdoors and within 6 feet of a water source.
- ▶ Maintenance of fire apparatus access roadways and of fire lanes.

As each occupancy and structure is unique, this list may not cover all of the fire safety requirements for your business. If any conditions are found that violate the Fire Safety Code or that could cause fire or endanger life or property, the inspector will notify you and issue an order notice requesting that the condition be corrected immediately. A later inspection will be scheduled to confirm that the violation has been corrected.

Attached is a frequently asked questions page about fire safety inspections. We strongly recommend that you share this information with your staff. We want to thank you in advance for your participation in our fire prevention program. We believe that by working together, we can keep your business and community as safe as possible.

Please expect a call from our office so we may schedule a date and time that is suitable to you and your customers, and as not to disrupt business. If you have any questions prior to your inspection, please contact us by e-mail at: fd-info@islamorada.fl.us

Islamorada Fire Rescue

Annual Fire Inspections

Frequently Asked Questions

What is an annual fire inspection?

- ▶ An annual fire inspection is an examination of your site and building/s by members of your fire rescue department.
- ▶ Village Ordinance requires the Fire Department to inspect commercial and multi-family properties annually in order to determine whether they are in compliance with Village and State fire safety codes, and to bring any deficiency and/or violations into compliance.

How is the inspection scheduled?

- ▶ Based on our records for your business, our staff will schedule your annual inspection to take place approximately 12 months from the previous year's inspection, or as close to that date as possible given our crews' workloads.
- ▶ If you prefer to have your inspection at a different time of year, just call our office and we'll do our best to accommodate your request.
- ▶ Change in your business ownership, size of property, etc.? Please call and let us know.

Does the owner or property manager need to be on the premises?

- ▶ The inspectors do not need the property manager or landlord on the premises. However, it is encouraged. The inspectors will notify the property owners of any fire safety code violations.

Can I refuse to let the fire inspector in the building?

- ▶ To the full extent permitted by law, Village Fire Inspectors engaged in fire prevention and inspection work are authorized at all reasonable times to enter and examine any building, structure, marine vessel, vehicle, or premises for the purpose of making fire safety inspections. Before entering, the Fire Inspector shall obtain the consent of the occupant thereof or may obtain a court warrant authorizing entry for the purpose of inspection, except in those instances where an emergency exists.

What will happen if my property is in violation?

- ▶ A fire inspection report will be issued to the property owner indicating the observed fire safety code deficiencies or violations. The property owner will usually be given thirty-days (30) to correct the violation before the inspector schedules a reinspection. If the deficiency or violation is an immediate and extreme threat to the occupants, the timelines could be shortened and other actions be taken (including determining if the building is unsafe to occupy).

What is the fee for a fire inspection?

- ▶ Pursuant to Village Code and adoption by resolution, a fire safety inspection fee was established and included as a part of this fire safety inspection for all applicable items. An invoice for the inspections fees will be forwarded to you by mail for remittance. A copy of the fire safety inspection fee schedule may be obtained at Village Hall.

Who should I contact if I need information or advice on fire safety inspections or fire safety guidelines?

- ▶ Questions related to a specific fire and life safety inspection, letter, permit or fees should be directed to the Village Fire Department at 305-664-6490 or fd-info@islamorada.fl.us

Added Benefits:

In addition to the fire safety inspection and where applicable, the inspectors will observe the layout of your property and its current condition. Then, based on data that has been compiled about cause and effect, reasonable expectancy and fire risk, we prepare a Pre-Fire Plan, which complements standard operating procedures by increasing the Fire Department's knowledge of your property and any specific risks. There is no charge for Emergency Pre-plans.

APPLICABLE CODES:

Florida Administrative 69A-60: Florida Fire Prevention Code:

NFPA 1, Fire Code, Florida 2009 edition & NFPA 101, Life Safety Code, Florida 2009 edition

Village Ordinance: 11-27