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# **CITY OF CHARLOTTETOWN FIRE DEPARTMENT ADMINISTRATIVE PROCEDURE**

ADMINISTRATIVE PROCEDURE: **FIRE INSPECTIONS**

ORIGINATING DATE: **1996**

EFFECTIVE DATE: **JUNE 1, 1996**

REVISION DATE: **FEBRUARY 17, 2008**

REVISION DATE: **June 4, 2015**

APPROVED BY: **FIRE DEPARTMENT MANAGEMENT TEAM**

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## **GENERAL:**

The Fire Prevention Division is authorized as per the provisions of the “Fire Prevention Bylaw” to inspect from time to time and as resources permit structures, building, premises and conditions within the limits of the City of Charlottetown. All inspections shall be conducted for the purpose of determining the existence of and cause to be corrected any conditions found to be in violation of the “Fire Prevention Bylaw” and the adopted Codes.

The risk remaining after deducting the cumulative effect of the Fire Prevention Division efforts is the responsibility of each individual, including owners, operators, occupants, and casual visitors to properties and areas. It is not the intent of this procedure to eliminate all or any potential risks or address all conceivable situations.

- 1) All inspections will be conducted in a professional and courteous manner. Inspections will be done on the basis of fire and life safety and according to the requirements of the Uniform Fire Code of the National Fire Protection Association and the National Fire Code of Canada (NFC of C), 2010 edition.
- 2) The NFPA “Guidebook for Conducting Fire Inspections”, the NFPA “Fire Protection Handbook”, NFPA Inspection Manual may be used as reference materials.

- 3) Inspections will be classified according to the occupancy classification as identified in National Fire Code of Canada, 2010 edition.
- 4) Where in the opinion of the Authorities Having Jurisdiction, property does not meet the requirements of the “Fire Prevention Bylaw” or the adopted Codes, the Authorities Having Jurisdiction shall issue a Hazard Compliance Order in the manner and form prescribed in Section 6 of the Bylaw.
- 5) All complaints received will be recorded.
- 6) In the event the conditions described in a complaint present an immediate hazard to life safety, an inspection will be conducted as soon as possible.