

Township of Penn Fire Inspection Policy

Section 1. Purpose of the Policy

It shall be the purpose of this policy to protect and promote the public health, safety, and welfare of the citizens of the Township of Penn by setting uniform standards for conducting fire inspections of properties and structures within the township.

Section 2. Definitions

Commercial Buildings: Any building or part of a building that is used as a place for doing or conducting business. This shall include the following buildings classifications as defined in the International Building Code: A, B, E, F, H, I, M, R-1, R-3, R-4, S and U.

Fire Code Enforcement Official (FCEO): The Fire Chief of the Township or their designated representative.

Residential Rental Unit: A rooming or dwelling unit let for rent under an individual rental agreement with a tenant. Residential rental units include but are not limited to, apartments, single family, duplex, and multi-family units, boarding homes, and bed and breakfast units.

Residential Rental Building: A building or portion of a building that is let for rent under an individual rental agreement with a tenant(s). The building may contain one or more residential rental units. This shall include any structures defined as R-3 structures in the International Building Code and all structures defined in the International Residential Code.

Re-Inspection: Any inspection conducted following an initial general fire inspection. Re-inspections are conducted to verify correction of deficiencies noted during the initial inspection.

Section 3.0 Commercial Building Inspections

1. Commercial buildings, requiring fire inspections, shall be inspected annually.
2. The building shall be scheduled for the general fire inspection during the same calendar month each year.
3. On all regularly scheduled annual fire inspections the owner and/or occupant will be given a minimum of 48 hours notice by the FCEO, prior to the inspection. No notice is required when acting on a complaint.
4. Following completion of the inspection the owner and / or occupant shall be given a written or electronic copy of an inspection report detailing the findings of said inspection. If there are violations that need to be corrected, the report will also detail the time permitted to correct the deficient items. There will be no charge for one follow up inspection if deficiencies are observed during the first inspection, provided the owner/occupant is not a repeat violator.
5. The FCEO shall contact the owner and/or occupant to schedule any necessary reinspection(s).

6. All property owners will be given a maximum of two attempts to correct all deficiencies. Failure to correct the deficiencies in that time frame provided will result in further enforcement actions being taken by the township.

Section 4.0 Residential Inspections

1. Residential buildings, requiring fire inspections, shall have a general fire inspection completed not more than one time every three years. Repeat violators will be subject to more frequent Inspections.
2. On all regularly scheduled fire inspections the owner and/or occupant will be given a minimum of 48 hours notice, by the FCEO, prior to the inspection. No notice is required when acting on a complaint.
3. Not more than two attempts will be made by phone, by the FCEO, to contact the owner to schedule inspections. Failure of the owner to schedule inspections by phone will result in a letter being sent designating the date and time the inspection will be performed and shall state that the owner or their representative be present at the time of the inspection. Failure of the owner or a representative to appear will result in enforcement actions being taken by the township.
4. Following completion of the inspection the owner and / or occupant shall be given a written or electronic copy of an inspection report detailing the findings of said inspection. If there are violations that need to be corrected, the report will also detail the time permitted to correct the deficient items. There will be no charge for one follow-up inspection if deficiencies are observed during the first inspection, provided the owner/occupant is not a repeat violator.
5. The FCEO shall contact the owner and/or occupant to schedule any necessary reinspection(s).
6. All property owners will be given a maximum of two attempts to correct all deficiencies. Failure to correct the deficiencies in that time frame will result in further enforcement actions being taken by the township.

Section 5.0 Fees

1. Fees for fire inspections within the township shall be set by a resolution of the Board of Commissioners of Penn Township.
2. Invoices shall be generated by The Penn Township Office following the completion of all inspection activities for a property.
3. The fire department will generate a monthly report to submit to the township office for billing purposes.
4. All fees shall be delivered and paid to the Penn Township Municipal Office.

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