



INDIANAPOLIS FIRE DEPARTMENT
Fire & Life Safety Division
Chief Courtney Gordon, Fire Marshal



January 22, 2018

«Occupant_Name»
«Address» Suite «Suite»
«City», «State» «Location_Zip»
IFD OCCUPANT #: «Invoice_Number»

Dear Occupant,

The Indianapolis Fire Department's 2018 Self-Inspection Program has begun for the 2018 calendar year. Effective January 1, 2013, the Indianapolis Fire Department ("IFD") began collecting fees for initial fire inspections. IFD is required by state law to establish an inspection cycle for all structures within our jurisdiction, except the interior of private dwellings. The purpose of the inspections is to promote compliance with fire safety laws and to promote a safe environment for the public and firefighters.

Your property/structure has been identified by the Fire Marshal as being eligible to participate in the Self-Inspection Program. If you decide to participate in the 2018 Self-Inspection Program, you will need to pay a \$25.00 annual inspection fee for the current calendar year. If you choose not to participate for any reason, please check box #1 and sign box #12 on the Self-Inspection Form to request an inspection by IFD. Standard fire inspections conducted by IFD are based on the square footage of the property/structure and range from \$50.00-\$150.00.

The Self-Inspection Program allows owners or managers to inspect their property/structure, without requiring a visit from IFD. However, IFD reserves the right to inspect any property/structure that participates in the Self-Inspection Program to verify information provided.

In order to participate in the Self-Inspection Program you must complete the enclosed Self-Inspection Form, and return it along with payment, as instructed on the Payment Instruction Form, no later than March 16, 2018. You MUST respond to each question on the Self-Inspection Form. "YES" indicating compliant, "NO" indicating non-compliant, "N/A" indicating does not apply. If your Self-Inspection Form is not completed properly or timely, your property/structure will automatically be scheduled for an inspection by IFD resulting in standard fire inspection fees as specified on the back of this letter.

Please be sure to carefully review all of the information provided. If you have any question, feel free to contact Captain Steve Rowland at 317-327-6096 or at steve.rowland@indy.gov

Thank you for your cooperation!

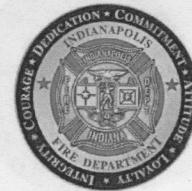
Sincerely,

Chief Courtney Gordon, Fire Marshal
Indianapolis Fire Department



INDIANAPOLIS FIRE DEPARTMENT

Fire & Life Safety Division
Chief Courtney Gordon, Fire Marshal



PAYMENT INSTRUCTIONS

After completing the Self-Inspection Form:

Pay By Check: You **MUST** include your IFD OCCUPANT #«Invoice_Number», on your check. A \$20 charge will be assessed for all returned checks.

- Mail fully completed **Self Inspection Form** and **\$25 check** payable to:
 - **City of Indianapolis**
Office of Finance and Management
200 E Washington St, Room 2260
Indianapolis, Indiana 46204

Credit Card / Debit Card payments: can be made online at <https://pay.indy.gov> Credit Card processing fee will apply. Click on the *Collection Payments* tab to make your payment. Click on the INVOICE NUMBER search option and enter your IFD OCCUPANT # «Invoice_Number»

If you have questions regarding your credit card payment, contact 317-327-4181 M-F 8am-4pm.

- The fully completed **Self Inspection Form** must be received within 7 days of paying by credit card to avoid the possibility of incurring additional fees.

If you checked box #1 on the Self-Inspection Form and elected not to participate in the Self-Inspection Program:

- You must fully complete box #1 and #12 on the Self Inspection Form and return the Self-Inspection Form postmarked **no later than March 16, 2018** ("Deadline") to:
 - **City of Indianapolis - Address listed above**
- **DO NOT SEND A PAYMENT AT THIS TIME.** You will be billed an inspection fee at the time of your fire safety inspection, which will be based upon the square footage of your structure.
(See IFD Inspection Fee Chart below)

If you fail to respond by the Deadline listed above:

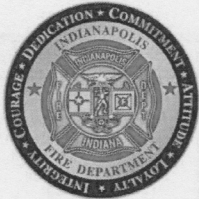
- You will be ineligible to participate in the **Self-Inspection Program** for this current inspection year.
- Your property/structure will be inspected by IFD and you will be charged a fee based upon the IFD Inspection Fee Chart listed below.
- You will also be subject to a collection fee (20% of the Inspection Fee)

IFD Inspection Fee Chart

- | | |
|---------------------------|----------|
| ○ 1 – 3,000 sq. feet | \$ 50.00 |
| ○ 3,001 – 10,000 sq. feet | \$100.00 |
| ○ 10,001+ sq. feet | \$150.00 |

ADDITIONAL FEES: All structures that have fire safety law violations that are not promptly remedied within 30 days from completion of the Self Inspection Form will be subject to an additional re-inspection fee of \$80 for each subsequent inspection required to verify such violation(s) has/have been appropriately remedied.

NO FORMS OF PAYMENT WILL BE ACCEPTED BY THE INSPECTOR(S). ALL PAYMENTS MUST BE MADE TO THE CITY OF INDIANAPOLIS AS DIRECTED ON THIS PAYMENT INSTRUCTION FORM.



INDIANAPOLIS FIRE DEPARTMENT

Fire & Life Safety Division
Chief Courtney Gordon, Fire Marshal

SELF INSPECTION FORM



IFD OCCUPANT #: «Invoice_Number»

Battalion: «Section»

Business Name _____ Phone #: _____

Business Address: «Address» Suite: «Suite» Zip: «Location Zip» Store # _____

Business Owner/Mgr: _____ Phone #: _____

Business Owner/Mgr Email: _____

After-Hours Emergency Contact: _____ Phone # _____

Property Owner: _____ Phone # _____

1

I choose not to participate in the Self-Inspection Program and hereby request an inspection by the Indianapolis Fire Department. **ADDITIONAL FEES WILL APPLY!**
(Please check this box, and sign in box #12 and return to City of Indianapolis, address on Payment Instruction Form.)

2	BUILDING EXTERIOR	YES	NO	N/A
A	Address numbers are clearly visible from the street			
B	All sides of the building are free from weeds, trash debris, or <u>combustible storage</u> (contains items that can burn).			
C	If you have a dumpster, it is away from combustible walls, windows and building overhangs.			
D	All vents of heat-producing appliances (heaters, water heaters, clothes dryers, etc.) are in good repair and functioning properly.			
E	If your business has a Knox Box, are the keys up-to-date?			
3	BUILDING INTERIOR	YES	NO	N/A
A	All exit doors open easily from the inside without special knowledge of the latching devices that may interfere with someone getting out.			
B	The entire width and height of all exit paths are free from any obstruction. (Note: Exit Paths are from any point in the building to the public way)			
C	If exit signs are lighted, all of the bulbs are working.			
4	CORRIDORS (are part of your exiting system and include exterior exit balconies and stairs.)	YES	NO	N/A
A	There are no obstructions to the corridor's full width and height. (Such as storage, office machines, or any combustible materials.)			
B	All fire doors are kept in the closed position free from obstructions that would block them open. (Except doors opening into the corridors that are equipped with self-closers.)			
C	All stairs are clear of obstructions and no combustible are stored beneath.			
5	ROOMS, SPACES and WALLS	YES	NO	N/A
A	All breaches, missing ceiling tile/holes in the walls or ceiling that could allow fire into the hidden spaces have been repaired or replaced.			
B	No new walls have been added, without the necessary permits, which would interfere with exiting, fire alarms or sprinkler coverage.			
6	ELECTRICAL	YES	NO	N/A
A	There are 30 inches of clear area in front of your electrical panel(s) so that they are easily accessible, with door kept closed.			
B	All circuit breakers are labeled, in English, to show what they control.			
C	All electrical outlets, switches and junction boxes have cover plates.			

6	<u>ELECTRICAL (continued)</u>	YES	NO	N/A
D	Extension cords are for temporary use only.			
E	Extension cords are replaced with UL® listed power strips and do not pass under rugs, through walls or across traffic paths. All parts of any cord must be visible so that wear or bad spots can be noticed			
F	All circuit breakers are free of tape or any other obstructions that may prevent them from functioning properly.			
7	<u>STORAGE/HOUSEKEEPING</u>	YES	NO	N/A
A	All storage/housekeeping is neat and orderly.			
B	There is no storage in equipment rooms, mechanical rooms, electrical rooms or under open stairways.			
C	Storage is piled no higher than 2 feet below the ceiling or 18 inches below sprinkler heads.			
D	There are no flammable liquids stored, except in approved cabinets.			
E	No more than 10 gallons of flammable liquid is stored in approved safety cans.			
F	Compressed gas containers (CO ₂ , helium, etc.) shall be secured to prevent falling			
G	All portable electric heaters shall be plugged directly into a wall outlet and kept a minimum of 3' away from combustibles.			
8	<u>FIRE EXTINGUISHERS</u>	YES	NO	N/A
A	2A-10BC minimum-rated fire extinguisher has been serviced and tagged within the last 12 months by a Licensed fire extinguisher Service Company.			
B	All fire extinguishers are wall-mounted in plain sight, no higher than 60 inches from the floor to the top of the extinguisher.			
C	All fire extinguishers gauges register in the green			
9	<u>GAS</u>	YES	NO	N/A
A	All natural-gas appliances have individual gas shut-off valves.			
B	All combustibles are stored at least 3 feet away from gas appliances (water heater, furnace, etc.)			
10	<u>FIRE ALARM/DETECTION SYSTEMS are installed in some businesses and recommended in all. If you have one:</u>	YES	NO	N/A
A	The system power light is illuminated			
B	The Fire Alarm/Detection systems have been tested/serviced within the past 12 months.			
C	No alarm or system trouble lights are lit.			
D	Call your alarm company to check that the remote reporting function is working: DO NOT ACTIVATE THE SYSTEM TO FIND OUT!			
E	All smoke detector batteries have been checked in the last six months.			
11	<u>FIRE SPRINKLER SYSTEMS require special treatment. If your building has one:</u>	YES	NO	N/A
A	The sprinkler system has been tested/serviced within the past 12 months.			
B	You have received documentation verifying the test.			
C	All inspections test & maintenance records are maintained onsite.			

Note: You will be contacted by an IFD Inspector for all "No" responses to address violations. All violations must be corrected within 30 days of the inspection date. If violations are not remedied, you will be subject to a re-inspection fee of \$80 for each inspection thereafter.

12 I declare under penalty of perjury under the laws of the State of Indiana and the United States of America that the foregoing is true and correct.

Signature: _____ Printed Name: _____ Date: _____