



Nevada County Consolidated Fire District Department of Fire Prevention

640 Coyote Street, Nevada City, CA 95959
(530) 265-4431 FAX (530) 265-4438
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April 14, 2020

RE: Fire Safety Inspection / Operational Permit

Dear Business Owner,

First and foremost, I hope you, your employees, and families are all safe and healthy as we go through these challenging times. As with many businesses, we have scaled back our public interactions to limit exposure until this passes over. Until then, our priority is to make sure your business is as fire safe as possible both for you and emergency responders if something were to happen.

You are receiving this letter because your Operational Permit shows expired or is due to expire shortly. There is a provision within the California Fire Code that allows the Fire Official to either, recognize the expiration of an Operational Permit at the specified date or, it remains valid until a new permit is issued. Due to the restrictions recommended by CDC and the County of Nevada, all permits will remain valid. Once we get passed these times, I'll be reaching out to schedule inspections and renew the permits. The permits will keep the same expiration dates currently listed. Due to this, it is possible you will receive an inspection twice in less than a year so we can get back on track.

For the California State mandated inspections, (Hotels / Motels, Churches, Organized Camps, Residential Care Facilities, Schools) we will follow the same route. I will reach out to you to schedule the inspections once we're past this stay at home order. If possible, these need to be done before June 5th.

Enclosed is a checklist of a fire safety inspection that is completed when I come into your business. This is for your information and I ask that you please look around your business to ensure fire safety. This list is created for all different types of operations throughout the County so you will see some items that don't pertain to you. If you have any questions, please feel free to give me a call. I'm working Tuesday – Friday, 8am – 5pm and will be more than happy to explain or walk you through the process.

Thank you for your assistance in keeping your business fire safe.

Stay healthy and fire safe!

Regards,

Patrick Mason
Deputy Fire Marshal
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Fire Safety Inspection Checklist

General Codes		
Pass	Fail	N/A

Address numbers are clearly visible from the street
 Address numbers are a minimum of 4 inches tall on a contrasting background
 Knox Box is present and keys inside are current

Flammable / Combustible Liquids		
Pass	Fail	N/A

All flammable liquids are in approved storage containers
 Flammable liquids are stored outside or in approved "Flammable Liquids" storage cabinets

Exits		
Pass	Fail	N/A

Access to the exits are unobstructed
 Exit doors are operable at all times without a key, and swing all the way open
 The exit area outside the door is clear of obstructions
 An "EXIT" sign is posted above exit doors
 Illuminated exit signs are lit / Photoluminescent exit signs are present
 Exit pathway lighting
 Additional exit signs marking exit routes if required

Electrical		
Pass	Fail	N/A

No open electrical wires, Junction boxes all have cover plates
 All cover plates on wall sockets are intact and not broken
 No use of extension cords in place of permanent wiring
 Multi-plug adapters have a breaker and can not be daisy chained together
 Refrigerators and microwaves need to be plugged directly into a wall outlet
 A minimum of 3 ft wide clearance in all directions around electrical panels
 All breakers in the electrical panel are present and are not taped or held in the on position
 All missing breakers need to have a blank plate

Fire Extinguishers		
Pass	Fail	N/A

Fire extinguishers are present and mounted on the walls toward the exits
 Fire extinguishers have been serviced within the past year
 No obstructions and items covering the fire extinguisher
 Signs are posted where fire extinguishers are not visible

Automatic Sprinkler System		
Pass	Fail	N/A

Automatic fire sprinkler system has been serviced annually / Sticker is located on the main riser
 Automatic sprinkler system is current on the 5 year maintenance / Sticker is located on the main riser
 Spare sprinkler heads and wrench are in a red box next to the main riser
 No decorations or other items are hanging off the sprinklers
 Spray Booth sprinkler heads are covered in an approved covering

Kitchen Hood System		
Pass	Fail	N/A

Kitchen hood system has been serviced within the past 6 months
 Kitchen hood system is current on the 3 year maintenance
 No excessive grease build-up around the kitchen hood extinguisher heads
 Kitchen hood, filters, and ducts in general doesn't have excessive grease build up

Fire Alarm System		
Pass	Fail	N/A

Fire alarm system has been serviced within the past year
Smoke detector is present above the Fire Alarm Control Panel for sprinklered buildings
Smoke / Heat detectors are not broken or missing

Fire Protective Coverings		
Pass	Fail	N/A

Attic access and scuttle covers are in place
No missing ceiling tiles
No holes in the sheetrock on the walls or ceiling
Automatic closing fire doors or fusible link drop down fire doors are clear of obstructions

Housekeeping		
Pass	Fail	N/A

Self closing metal can for rags covered in flammable / combustible liquids
Garbage dumpster location / Clearance from ignition sources
All vegetation a minimum of 10 ft away from the building
Propane tank has a minimum of 10 ft of clearance in all directions
Excessive storage of waste materials (i.e.. Metal shavings, waste oil, sawdust)
Dust collection systems are operable, filters and collection bins are not full or clogged
No combustible / flammable materials with a hot works area. (i.e.. Welding, metal cutting / grinding)

Storage		
Pass	Fail	N/A

Material Safety Data Sheets are available and up to date for all stored chemicals
All storage is a minimum of 2 ft below the ceiling for non sprinklered buildings
All storage is a minimum of 18 inches below the sprinkler heads for sprinklered buildings
No combustible storage under exit stairways
Compressed gas cylinders are stored in a rack or chained to walls