



City of Jacksonville

Fire Department



Getting Ready for Your Fire Inspection

Commitment

The Jacksonville Fire Department firmly believes that prevention can go a long way to create a safe and fire free environment. State law requires periodic inspections of certain properties. Fire Inspections help business and homeowners determine what improvements or changes need to be made to private and commercial structures.



Avoiding Fire Code Violations

Violation fees may be avoided by following these basic guidelines;

- ✓ Annually **check fire extinguishers** by a third party.
(Monthly for Businesses)
- ✓ Dispose of or **properly store combustible materials.**
- ✓ Maintain at least **30 inches of clearance in front of all electrical panels** and shut offs.
- ✓ Keep all **exits clear and operable.**
- ✓ Ensure all **exit and emergency lights** are working properly.
- ✓ Ensure **filters in heating & air conditioning units** are free of clogs and working properly.
- ✓ Clean commercial **kitchen ventilation** systems.
- ✓ Ensure that **sprinkler & fire alarm systems are in working order.**
- ✓ Make sure all **permits and fee payments are up to date.**



Get It Inspected!

Annually

- Fire Alarm
 - Sprinkler System
 - Commercial Smoke Alarm
- Change batteries yearly in home Smoke Alarms & check your Fire Extinguisher as directed on unit (at least monthly for commercial businesses)

2011 Inspection Fees

The Fire Prevention Division of the Fire Department is responsible for overseeing Fire Inspections within City Limits and Extraterritorial Jurisdiction (ETJ). Inspection & re-inspections fees have been updated for 2011.

Initial Fire Inspection

Inside City Limits	\$0
Within the ETJ	\$35

Re-Inspection

Violations Corrected	\$0
Violations Not Corrected	\$100

Jacksonville Fire Dept

Contact Information

Emergency 9-1-1

Phone • 910 455-8080

Email: fireinfo@ci.jacksonville.nc.us

www.ci.jacksonville.nc.us





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Common Problems Found During Inspection

Improperly storing combustible materials such as empty boxes or trash.

Properly dispose of combustible materials. Consider purchasing a fire rated cabinet or storing materials in an outside storage building with identifying label.

Storing items in rooms specifically marked as electrical, mechanical, or sprinkler control rooms.

Keep these areas clear of items at all times.

Using drop cords for permanent use.

Unplug and properly store a drop cord after each use.

Allowing grease to accumulate in commercial kitchen ventilation systems.

Clean filters and ventilations systems regularly.

Not maintaining a fire suppression system in a commercial kitchen.

Have the system tested and inspected every six months by a professional.

Allowing a sprinkler or fire alarm system to fall into disrepair.

Have systems tested annually by a professional. Documentation of test and repairs must be kept on site at all times.

Blocking exit signs or allowing bulbs to burn out without replacement.

Change bulbs when needed and keep signs unblocked.

Blocking exit doors and areas.

Keep materials of any kind properly stored and away from exit doors.



What Happens if Violations are found

If a violation is found at your building, then the City's Fire Prevention Division will leave specific information about that violation. You will have a stated period of time to correct the violation. If the violation is fixed by the next inspection, then there is no charge and no violations will be listed for your building.

Should the violations not be corrected, then a \$100 fee for the re-inspection will be applied. Additional time will be allowed for the corrections to be made. If on the second re-inspection, the violations are corrected, then there is no charge. However, if they are not corrected, then the fee for the re-inspection is \$100. If the violations continue to not be corrected, a civil action may be taken by the City.

To schedule a consultation to cover specific facility requirements please call 910 455-8080.