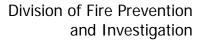
San Francisco Fire Department





APRIL 12, 2004

INFORMATION BULLETIN

Effective July 1, 2003, the San Francisco Ordinance 105-03 requires a fee of \$ 90.00 per hour to cover the costs of an inspection to grant a fire clearance. Payment for the Referral Inspection must be paid in advance, **prior** to scheduling a Fire Department Inspection. Additional inspections may require additional fees at a rate of \$ 90.00 per hour. To schedule an inspection, please call the Bureau of Fire Prevention at (415)558-3300 and request to speak with the District Inspector assigned to your property/facility. Also, please refer to the Inspection Guideline/Checklist (2nd page) to prepare your property/facility for SFFD inspection.

Payment may be made in person or by mail. Complete the lower portion of this form, detach, enclose your payment AND SEND TO:

San Francisco Fire Department Bureau of Fire Prevention 698 Second Street, Room 109 San Francisco, Ca 94107

Please make a check payable to "San Francisco Fire Department". If you have any questions regarding these procedures, please contact the Bureau of Fire Prevention at (415) 558-3300

Thank you,
Paul H. Chin
Fire Marshal

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APPLICANT NAME: PHONE NUMBER:

REQUEST FOR D.P.H. REFERRAL INSPECTION

ADDRESS OF BUSINESS:

NAME OF BUSINESS:

TYPE OF BUSINESS:

MAILING ADDRESS:

San Francisco Fire Department Phone: (415) 558-3300 Fax: (415) 558-3323 or 3324





SFFD REFERRAL INSPECTION GUIDELINES/CHECKLIST

A fire safety inspection of your business is required to ensure that reasonable fire safety exist for the

public. To facilitate the approval of your application in a timely manner and to minimize additional inspection fees, make sure you business complies with the following requirements prior to scheduling the inspection: 1. Property address posted and visible from the street (minimum requirement 4-inch numbers on contrasting background). 2. Exit doors to open from the inside without the use of a key or special knowledge or effort. **EXCEPTION**: Key-locking hardware may be used on the inside of the main door to your business if a readily visible and durable sign is installed on or adjacent to the door stating "THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS." Exits and access to exits maintained clear of obstructions. 4. All illuminated exit signs lit. Replace burned out bulbs. Maximum occupant load posted. 6. Fire extinguishers installed, maintained and serviced annually. 7. Fire extinguishers have a current State Fire marshal (SFM) service tag attached. 8. Cooking area has one 40:BC fire extinguisher with current SFM service tag attached. 9. Automatic fire suppression system (hood & duct system) serviced semi-annually if A current SFM service tag shall be attached to the system for proof of installed. service. 10. No storage in boiler rooms, mechanical room and electrical equipment room. 11. Ground floor pipe casing holes, not covered over. If you have any questions regarding the above items, please contact the Bureau of Fire Prevention at (415) 558-3300.

> Paul H. Ching Fire Marshal

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