



Jackson Hole Fire/EMS Operations Manual

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Title: **Code Enforcement
Fire Inspections**

Division: 12

Article: 2

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PURPOSE

1. To gain compliance with State and Local Fire Safety Codes, ordinances and regulations.
2. A regular system of inspections and re-inspections serves a number of purposes. First, those conditions which exist that can lead to fire or emergency can be identified and corrected before the fact. Second, the inspection offers an opportunity to educate the public to the risks of fire, empower them to take corrective action and become more knowledgeable about the need for fire prevention activities. Third, the inspection creates an opportunity for a positive public relations interaction.

SECTION I - GENERAL

1. Inspections shall be conducted during standard business hours, 08:00 - 17:00 hours.
2. After hours, routine inspections shall be approved by the Deputy Chief, Prevention & Administration (Fire Marshal) and the need for the inspection shall be substantiated in writing. Substantiation shall include the type of inspection, hazards expected to be encountered and subsequent inspection findings. Inspections to investigate complaints received or inspections where life safety issues are suspected or known shall be conducted as necessary prior to approval by the Deputy Chief, Prevention & Administration (Fire Marshal). Such inspections shall be properly documented and the hazard corrected prior to leaving the site.

SECTION II - AUTHORITY

1. Local authority for enforcement of the International Fire Code (IFC) and the International Urban-Wildland Interface Code (IUWIC) is granted through Wyoming Statute §35-9-121. The Town of Jackson Municipal Code, Chapter 15.08, Ordinance 591 adopts the most recent edition of the IFC and IUWIC. The Teton County Fire Code Resolution, dated 9-14-04 adopts the most recent edition of the IFC, IUWIC, and Teton County Fire Protection

Resolution for New Subdivisions for County enforcement.

- A. International Fire Code Section 104.1 states that: “the fire code official is hereby authorized to enforce the provisions of this code and shall have the authority to render interpretations of this code, and to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions.”
- B. International Fire Code Section 106.1 states that: “the fire code official is authorized to enter and examine any building, structure, marine vessel, vehicle or premises in accordance with Section 104.3 for the purpose of enforcing this code.”
- C. International Fire Code Section 109.3 states that: “persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than 500.00 dollars or by imprisonment not exceeding six (6) months, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.
- D. Pursuant to Wyoming Statute §35-9-130, any local or state code applicable to fire or life safety may be cited.

SECTION III – ORDERS AND NOTICES

- 1. Standard inspection reports shall be sent to the owner/occupant of a business or premises in letter, checklist or other form deemed appropriate by the department. Verbal orders or notices shall be followed by written orders or notices within two (2) working days.
- 2. If the owner/occupant of a business or premises fails to comply with two (2) orders or notices, a liability notice shall be issued.
- 3. If the owner/occupant of a business or premises fails to comply with the liability notice in the time frame specified, a citation shall be issued and the citation referred to appropriate legal counsel.
- 4. Pursuant to UFC Section 103.4.1.3 Stopping uses, evacuation, if such actions are required, a stop order shall be immediately posted on the building, vehicle or premises. The stop order shall list the reason for such action and shall be posted in a conspicuous location near the entrance to the property.

SECTION IV – ANNUAL COMMERCIAL INSPECTION SCHEDULE

In order to provide continuity, regularity and consistency to the inspection process, the following inspection schedule for commercial properties will be maintained.

<u>Month</u>	<u>Occupancy</u>
January	Office / Mercantile
February	Mercantile

March	Mercantile
April	Commercial Residential
May	Commercial Residential
June	Assembly
August	Summer Mercantile
September	Hazardous
October	Educational
November	Government / Institutional
December	Assembly

SECTION V - WARRANTS

1. If entry for inspection or investigation is denied, attempts shall be made to reason with those involved.
2. If reason fails, the Deputy Chief, Prevention & Administration (Fire Marshal) shall be notified and proper warrants shall be secured.
3. The warrant shall be served by the Inspector, Deputy Chief, Prevention & Administration (Fire Marshal) and a Law Enforcement Officer.
4. Should the need arise for an order to cease operation or lock out, beyond a stop order or evacuation, the Deputy Chief, Prevention & Administration (Fire Marshal) shall be notified and proper warrants or court orders shall be secured.

SECTION VI – HOSTILE PERSONS

1. If the Inspector(s) encounter persons with the intent of hindering inspections or any item covered by the IFC, the Deputy Chief, Prevention & Administration (Fire Marshal) shall be notified. Should the circumstances warrant and the Deputy Chief, Prevention & Administration (Fire Marshal) is unavailable, Teton County Law Enforcement Dispatch shall be notified and an officer requested.
2. Should hostile persons threaten physical harm, the Inspector shall withdraw immediately and summon a law enforcement officer. The Deputy Chief, Prevention & Administration (Fire Marshal) shall be notified of such occurrence.

SECTION VII – RESIDENTIAL INSPECTIONS

1. When an inspection of a residential property is requested by persons other than the owner, owner's permission must be secured and supplied in writing or verbally prior to the inspection. If verbal permission is granted, it must be done so by the owner directly to this office. The name, address, time and date of verbal permission shall be documented and attached to the report.
2. When inspection permission is granted by an owner's representative, such permission shall be in written form only and shall include owner's authorization of the representative.
3. Wood stove and fireplace inspections shall be offered to the public as a courtesy inspection.

4. Notices shall be sent to the owner/owner's representative which include the inspection report and letter with corrective recommendations.
5. For the purpose of wood stove inspections, if a structure is a combination of a manufactured home and a frame structure, the structure shall be considered a manufactured home if the manufactured home portion comprises more than 50% of the total square footage, and a frame structure if the framed portion comprises 50% or more of the structure.