



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,

[Handwritten signature]

Paul H. Chin
Fire Marshal

Cut here and mail this form to the SAN FRANCISCO FIRE DEPARTMENT

REQUEST FOR D.P.H. REFERRAL INSPECTION

Enclose a check for \$90.00 made payable to "San Francisco Fire Department"

APPLICANT NAME:
PHONE NUMBER:
ADDRESS OF BUSINESS:
NAME OF BUSINESS:
TYPE OF BUSINESS:
MAILING ADDRESS:



### 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."

- 3. Exits and access to exits maintained clear of obstructions.
- 4. All illuminated exit signs lit. Replace burned out bulbs.
- 5. 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 installed. A current SFM service tag shall be attached to the system for proof of 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