



# Susanville Fire Department

## Fire Inspection Application

1505 Main Street  
Susanville, CA 96130  
530.257.1061

[jmoore@cityofsusanville.org](mailto:jmoore@cityofsusanville.org)

**NOTE: Incomplete applications will not be accepted.**



Date of Application: \_\_\_\_\_ Projected date of opening: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Business Manager: \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Building Owner: \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Description of primary type of business to be conducted:

\_\_\_\_\_

Property insurance company name and phone number:

\_\_\_\_\_

Number of employees: \_\_\_\_\_

\_\_\_\_\_

Square footage of building: \_\_\_\_\_

Number and location of exits: \_\_\_\_\_

Number and location of fire extinguishers: \_\_\_\_\_

Type of heat: \_\_\_\_\_ Location of heater: \_\_\_\_\_

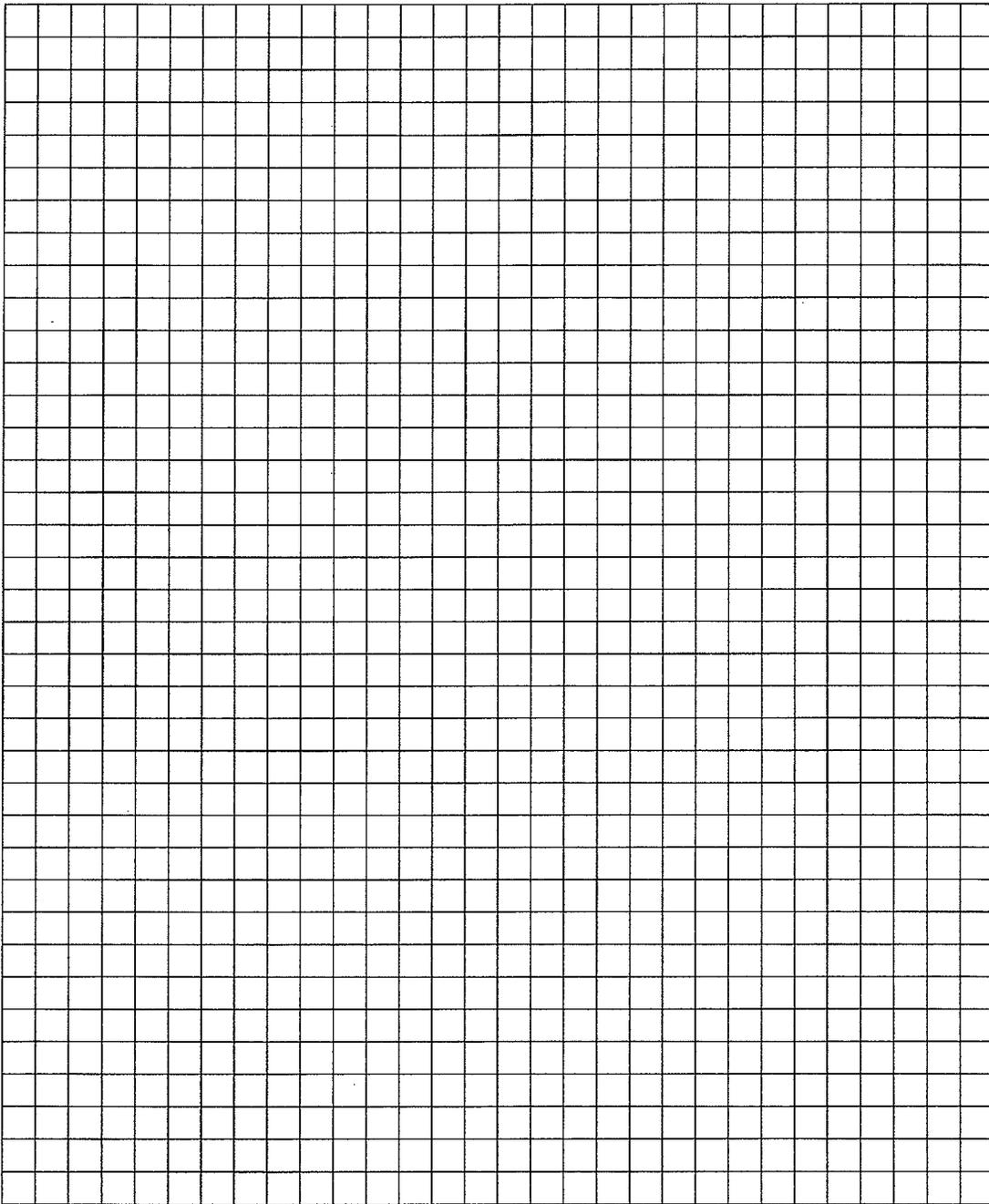
Location of heater fuel supply and shut off: \_\_\_\_\_

Location of electrical panel and main disconnect: \_\_\_\_\_

Location of water shut off: \_\_\_\_\_

Types and location of hazardous materials: \_\_\_\_\_

## RETURN WITH BUSINESS LICENSE APPLICATION





## Susanville Fire Department Prevention Bureau

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Susanville, CA 96130  
(530) 257-1061  
fire@cityofsusanville.org

FEE: \$82.00

1. This inspection process is found in the Susanville Municipal Code, § 8.20.080
2. The purpose for this inspection is to ensure a uniform and complete atmosphere of fire and life safety at a time when either a new business is under construction or formation; an existing business undergoes a change of ownership; an existing business undergoes a change in operation.
3. Information furnished on this form will be kept in the specific business' fire prevention file for reference by the fire department when assisting in an emergency or fire related problem encountered in this facility.
4. The Susanville Fire Department will make all reasonable attempts to inspect the business named on this request within ten (10) working days from receipt of the information sheet, and will make timely recommendations as to actions that may be needed to insure a reasonable degree of fire and life safety, while, at the same time, attempting no inconvenience or delay to the operator in achieving his goal, namely opening for business.
5. Please provide, or draw a floor plan on the back of the inspection application. Include overall dimensions, interior walls, doors, electric main and breaker panels, gas/oil shut off, heat/AC location and hazardous materials locations.

If you have any questions regarding the information necessary to complete this form, please call the Susanville Fire Department Monday through Friday between 8:00 am and 5:00 pm for assistance. Please fill out the information sheet attached to this letter and return the whole sheet to the Finance Department as soon as possible.

(Applicant keeps this sheet)

# **Susanville Fire Department**

## **Top Ten Fire Code Violations**

**\_ Street address** must be clearly marked and visible (in contrasting color) from the street fronting the property, minimum 4 inch letters.

**\_ Fire hydrants** located on your property must be visible and accessible at all times, with three feet of clearance on all sides and no parking within 10 feet. Hydrants shall be maintained at least annually by the property owner.

**\_ Exit doors** must open easily from the inside. Locking mechanisms on doors shall not require special knowledge or keys. The only exception is a main storefront door, with an approved sign above, which reads "This door to remain unlocked during business hours".

**\_ Aisles, walkways, stairways, and paths** leading to exits must be clear of storage and obstructions. A 1 hour fire rating is required under stairwells used for storage.

**\_ Emergency lights and exit signs** (that are lighted from within) must work properly and function in both normal and emergency power mode. Lighted exit signs must be lit at all times.

**\_ Electrical outlets, junction boxes, and circuit breaker panels** must be covered, and outlets and junction boxes must have the appropriate cover plate. Exposed cable or wire terminations are not allowed.

**\_ Electrical extension cords** cannot be used as a substitute for permanent wiring. Extension cords are only approved for "temporary use" (operating a vacuum cleaner, powering a tool while making a repair, etc.). Multi-outlet power strips with a built-in circuit breaker may be used to protect computers and related equipment.

**\_ Fire extinguishers** must be visible, readily accessible, and serviced within the past 12 months, and annually thereafter. Generally, 2A:10BC is sufficient size. The extinguisher(s) is/are to be hung with the top 3'-5' from the floor.

**\_ Fire sprinkler systems** shall be serviced and tested at least once a year by a California licensed fire protection contractor.

**\_ Fire suppression systems for commercial cooking operations** (Hood Systems) must be serviced and tested every six months by a California licensed fire protection contractor. Hoods must be maintained in a clean condition, and records of cleanings shall be maintained on the premises.

For more information contact Susanville Fire Department Prevention Bureau at 257-5152.