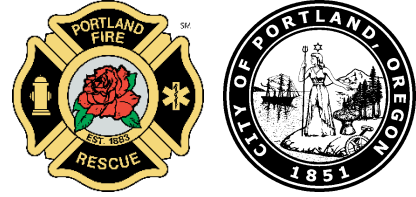


# PORTLAND FIRE & RESCUE

April 29, 2018



## FIR 1.10 - INSPECTION PROGRAM FREQUENCY

### I. SCOPE

- A. This policy is established November 8, 2005.
- B. Portland City Code (PCC) Title 31 directs the Fire Marshal to establish a program for the periodic inspection of all occupancies of commercial buildings for compliance with the fire regulations, and to adopt a policy regarding the frequency, priority and type of inspection of occupancies in commercial buildings subject to the availability of budgeted funds and staff.
- C. This policy applies to all areas where Portland Fire & Rescue (PF&R) has authority.

### II. SPECIFIC

- A. References
  - 1. Portland City Code (PCC) Title 31

### III. GUIDELINES

- A. Frequency of Inspections: Inspections of commercial occupancies within PF&R's jurisdiction are targeted to be performed on a 2-year rotation. State mandated annual inspections are to be performed on an annual rotation for occupancies such as institutions and care facilities, wherein an annual license requires the inspection.

A letter of intent to inspect will be sent to the responsible party mailing address at least 10 days prior to the inspection of the occupancy.

- B. Intent of the Fee Structure: The intent of the fee structure is to simply and equitably recoup approximately 50% of the direct cost of providing the code inspection service.
- C. Inspection Fees: The fee schedule is calculated on a base fee per occupancy with additional charges reflecting time required for the on-site inspection and the complexity of the inspection. For details, see policy FIR 12.01-Fire Regulations Fee Schedule.

- D. Violation Fees: Fees for violations of the Fire Code found during the initial on-site inspection will result in a fee per violation class, but only for those violations to which the occupant has been alerted in a pre-inspection notice letter. If all violations are corrected at the time of the first reinspection, there is no further fee. If not, an additional fee is charged for each uncorrected violation class and a reinspection fee is assessed. If uncorrected violations remain at the second reinspection, an increased reinspection fee is assessed along with another fee per uncorrected violation class. If violations remain at the third and subsequent reinspections, the business owner or occupant (responsible party) will be assessed another increased reinspection fee along with another fee per violation class and the case will be referred to the Code Hearings Officer.
- E. Common Violations: These are the hazards most commonly found during inspections and are included on the pre-inspection notice letter.
1. Address identification for the building including suite or unit numbers (letters), not visible.
  2. Obstruction and/or combustible material in exit-ways, stairways and fire escapes.
  3. Secondary exits not clearly marked.
  4. Fire doors not functioning properly or wedged open.
  5. Improper use of extension cords and multi-plug adapters.
  6. Missing or damaged cover plates to electrical boxes and switches.
  7. Blocked electrical panels or no signage to indicate room/location of panels.
  8. Missing documentation for fire extinguisher maintenance and testing.
- F. Appeals: Information for appealing any action of this program will be included with the inspection report.



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