Occupancy Safety Inspection Process

Purpose
The Goodyear Fire Department is responsible for ensuring businesses and occupancies in the City of Goodyear comply with the International Fire Code. The goal is not only code compliance but the safety of those who work or visit the businesses. Conducting fire safety inspections is a key part of this process. Some types of businesses and occupancies require fire safety inspections on a set schedule while others occur when requested or when violations are reported. Below are the common facility type inspections the Fire Department conducts:

- Public Assemblies. (Night clubs/bars, restaurants, meeting and event facilities, event halls, and other businesses that are designed as a place of gathering for 50 or more persons).
- Business Occupancies
- Manufacturing Occupancies
- Educational Occupancies
- Factory & Industrial Occupancies
- Institutional Occupancies
- Mercantile Occupancies
- Storage Occupancies
- Residential R1, R2 & R3
- Miscellaneous Occupancies
- State of Arizona licensed health care facilities.
- High Risk/Hazard Facilities

Right of Entry (IFC 104.3)
Whenever it is necessary to make a safety inspection to enforce the provisions of this code, or whenever the fire code official has reasonable cause to believe that there exists in a building or upon any premises any conditions or violations of this code which make the building or premises unsafe, dangerous or hazardous, the fire inspector shall have the authority to enter the building or premises at all reasonable times to inspect or to perform the duties imposed upon the fire inspector by this code. The building owner or other person having charge or control of the building or premises shall be contacted for an appointment when possible.

These are the steps in the inspection process to be used when conducting an **unscheduled or scheduled** City of Goodyear Fire Department Occupancy Safety Inspection.

- If such building or premises **is occupied**, the building owner or other person having charge or control of the building or premises shall be contacted for an appointment when possible. If such building or premises is occupied and an appointment is not possible, the inspector will present credentials to the occupant and request entry **OR**
- If the building or premises **is unoccupied**, the fire inspector shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry.

Inspection Process
The inspector who enters any premises for the purpose of conducting an **unscheduled or scheduled** inspection **shall:**

1. Present credentials to the occupant, inform the owner or other person having charge or control of the building or premises of the purpose and scope of the safety inspection and the procedures that will be followed.
2. State the purpose of the safety inspection and describe the legal authority for conducting the safety inspection, stated fees related to compliance.
3. The owner or person having charge or control of the building or premises shall be advised of their Customer's Bill of Rights as noted on the departmental form.
4. Afford the owner or other person having charge or control of the building or premises the opportunity to accompany the inspector through the facility during the safety inspection.

5. During the safety inspection, the inspector may ask the owner or other person having charge or control of the building or premises to describe the types of equipment at the facility, and how each type is used and maintained. All conditions, practices, and other relevant observations are noted, and those which are unusual or which may create problems are recorded and described in detail.
6. The fire inspector may request copies of fire protection inspections, production or usage records and may also take photographs as appropriate to further support the observations of facility operations. Throughout the safety inspection, the fire inspector should explain the safety inspection process and respond within their ability and authority to questions raised by the facility representative.
7. Any violations noted in plain view, even in areas where access was denied, shall be documented for follow-up action.
8. In the event an emergency during the course of the safety inspection, the occupant will be notified that a re-inspection will be rescheduled.
9. Upon completion of the safety inspection, the inspector will discuss the findings with the owner or other person having charge or control of the building or premises. Written documentation will be provided to the owner or person having charge or control of the building or premises at the end of the safety inspection or within 2 days of the inspection.
10. The Owner or person having charge or control of the building or premises shall sign the report. The original copy of the report will remain with the owner or person having charge or control of the building or premises. A copy will be forwarded to the Fire Prevention Division.
11. Safety Inspections with noted deficiencies will require a re-inspection within a designated time frame depending on the severity of the violation. A general guideline for re-inspection appointments is that they are to be scheduled between 15 – 30 days after the initial inspection.
12. The owner or person having charge or control of the building or premises shall be advised that request for extension of time must be made in writing to the Fire Marshal prior to the re-inspection.
13. All safety inspection reports must be forwarded to the Fire Marshal within 10 days of initial and re-inspection.

The Appeal Process for all fire prevention safety inspections are described under “Appeal Process to the Fire Marshal and Board of Appeals” document.