



Willows Fire Department Inspection Standard Operating Guidelines

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It is the intention of the Willows Fire Departments Prevention Division, that all businesses (retail and office), multi-family residences, and other occupancies as determined by the Fire Code Official, shall be inspected at least once, with an onsite inspection, in a two year period, but not more than once a year for state and local fire, life, and safety requirements by the Fire Code Official.

Step 1: Company Officer schedules and performs business inspection utilizing life safety inspection form. A FPI-003 form should also be utilized for all inspections.

Step 2: Company Officer prepares list of violations, documents, and notifies responsible party.

Step 3: Company Officer shall schedule re-inspection for ten (10) business days from last inspection

Step 4: Company Officer performs re-inspection.

Step 5: ***Should violations not be corrected***, a re-inspection shall be scheduled for (5) business days with the Fire Chief or designee present. The Fire Chief or designee will ensure billing and further City action are enforced. All documents pertaining to occupancy in question shall be forwarded to the Fire Chief.

If a violation is found during an inspection, an re-inspection notice will be issued to record the type and location of the violation—if there is not a responsible party on site to receive the notice, it will be mailed to the property contact. Unless the violation poses an immediate fire, life, or safety violation, reasonable time will be granted to make the corrections—generally, ten (10) business days

The imposition of one penalty for any violation shall not excuse the violation or permit it to continue and all persons shall be required to correct or remedy the violations or defects within a reasonable time. When not otherwise specified, each seven days that prohibited conditions are maintained shall constitute a separate offense. (Municipal Code 15.15.060)

Cancelation of an inspection appointment, less than 24 hours from time of appointment, shall constitute as a first failed inspection.