

**Fire Inspection
Basics
SPS 314 & NFPA 1**

Fire Inspector Training

SPS 314.01 (13) (b) (11).

All fire department personnel directly involved in conducting fire inspections are authorized by the department and by the fire chief to conduct the inspections upon completion of training approved by the fire chief.

Statutory Authority

- **Wisconsin State Statutes**
 - **Chapter 101.14 Fire Inspections, prevention, detection and suppression**
- **Agency Rules**
 - **Department Safety and Professional Services (SPS 314)**
 - **NFPA 1 (2012)**
- **Local Ordinances**
 - **Local Fire Prevention Ordinances.**

Authority to Abate Fire Hazards

- ***§101.14, Wis. Stats.:***
- **The chief of every fire department shall provide for the inspection of every public building and place of employment *to determine and cause to be eliminated any fire hazard* or any violation of any law relating to fire hazards or to the prevention of fires.**

Fire Hazard Definition

Any material, condition or act that contributes to the start of a fire or increases its severity.

SPS 314.01 (1) (a) (2)

Application of Model Fire Code

**The chapter applies to the inspection, testing, use, maintenance and operation of all fire safety features public buildings and places of employment...
(some exceptions)**

Fire Prevention

- **Team approach**
 - **Property owner, occupant, owners representative**
 - **Plan review (Local /State)**
 - **Building inspector**
 - **Engineering Consultant (Local /State)**
 - **Health department**
 - **Clergy**
 - **Law enforcement**

Inspection Process

- **What it IS**

- **Opportunity to gain support**
- **Opportunity to educate**
- **Opportunity to learn**

- **What is ISN'T**

- **Chance to wield a big stick**
- **Opportunity to generate revenue.**

Inspection Process

- **Opportunity for Education**
 - **Get property owner or occupant to understand what it will take to ensure a safe property or operation**
 - **Provide reasonable explanations for why something must be done**
- **Assist in ensuring a safe building/operation**
 - **Genuinely care about keeping them in operation.**

Inspection Process

- **Professional appearance**
 - **Uniform**
 - **Grooming**
- **Department vehicle**
 - **Visibility**
- **Reference materials**
 - **Quick reference guides**
 - **Tablet/laptop**

Inspection Process

- **Contact the owner/manager when entering the business**
- **Introduce yourself and state the reason for your visit**
- **Ask for someone to accompany you during the inspection**
- **Review any records for the alarm or sprinkler system**

Inspection Process

- **Remember to inspect the outside of the building a premises for code compliance**
- **Review the entire building in a systematic manner**
- **Ask about any unfamiliar equipment, processes or areas**
- **Ask for access to locked rooms and storage areas**

Inspection Process

- **Documentation of violations**
 - **Identify, confirm and document all violations**
 - **Identify and document all violations corrected on the spot**
- **Photographs**
 - **No permission required**
 - **Trade secret(s) – may have company take photo of requested item.**

Inspection Process

- **Fire Prevention Forms**

 - **Checklist type form**

 - **Handwritten**

 - **Must be legible**
 - **Must be accurate**

 - **Should contain what, where and how long to fix.**

FIRE INSPECTION REPORT
 CORRECTION ORDER

LOCATION (Legal address of building) _____ NAME (Business owner / occupant / building owner / owner's representative) _____

INSPECTION DATE _____ OCCUPANCY TYPE _____ MAILING ADDRESS _____

COMPLIANCE DATE _____ VIOLATIONS MARKED OR LISTED BELOW FOR CORRECTIVE ACTION _____ CITY _____ STATE _____ ZIP CODE _____

*§101.14 Wisconsin Statutes certifies every Fire Chief a deputy of the Wisconsin Department of Safety & Professional Services, and requires the chief or appointed inspectors to make inspections periodically for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, or any violation of any law or local ordinance relating to fire hazards or prevention of fire per SPS 314 and NFPA 1.

EXTERIOR	STORAGE (continued)	SPRINKLER SYSTEMS (continued)	
<input type="checkbox"/> Fire lanes marked/unobstructed 18.2.3.5.1	<input type="checkbox"/> Aisle width maintained 34.7.3.3.1, 34.7.3.3.2	<input type="checkbox"/> Property serviced & maintained 13.3.3.1	
<input type="checkbox"/> Address visible from roadway 10.12.1.1	<input type="checkbox"/> Oil rags, properly stored/disposed 19.2.2.1	<input type="checkbox"/> Heets in good condition 13.3.3.5.8	
<input type="checkbox"/> Fire hydrants accessible 18.5.2	<input type="checkbox"/> Combustible waste materials properly stored 10.1.7, 10.1.3	<input type="checkbox"/> Wrench/crowbars heets present 13.3.3.5.1	
<input type="checkbox"/> Fire Hydrant clear space SP 18.5.3	FLAMMABLE/COMBUSTIBLE LIQUIDS		
<input type="checkbox"/> Combustible accumulation 10.19.1, 10.2	<input type="checkbox"/> Proper storage/dispensing 06.9.16	<input type="checkbox"/> Central station monitoring provided 13.3.1.7.1	
<input type="checkbox"/> Gas metering protection 11.4.2, 80.5.1.9	<input type="checkbox"/> No sources of ignition 06.9.5.4.1	FIRE ALARM EQUIPMENT	
<input type="checkbox"/> FD connections viable/in condition 13.1.2, 13.1.4	<input type="checkbox"/> Adequate ventilation 06.9.14	<input type="checkbox"/> Smoke/heat detectors properly maintained 13.7.1.2	
<input type="checkbox"/> cap/OK, Foot Indicator Viable/OK 18.2.2.1	<input type="checkbox"/> Proper electric equipment/wiring 06.7.3.1	<input type="checkbox"/> Pull stations properly maintained 13.7.1.4.2.3	
<input type="checkbox"/> Lock boxes/keys 14.4.1	UTILITY, MECHANICAL, HVAC EQUIPMENT		
<input type="checkbox"/> Exits clear 14.4.1	<input type="checkbox"/> Adequate clearances from appliances 34.4.2.4	<input type="checkbox"/> Alarm equipment serviced/maintained 13.7.4.4.1	
EXIT FEATURES			
<input type="checkbox"/> Exits, exits & common free of obstructions 14.4.1	<input type="checkbox"/> Cover ducts & fans 4.8.8	<input type="checkbox"/> Test/lets conducted 13.7.1.4.3, 13.7.3.1.1.2	
<input type="checkbox"/> Exit hardware properly operated 14.3.3.4.1	FIRE EXTINGUISHERS		
<input type="checkbox"/> Exit signs present/operational 14.14.1.5.1	<input type="checkbox"/> Readily accessible/suitable location 13.6.6.1.3.1, 13.6.6.1.3.2	<input type="checkbox"/> Data inspected, tested 101.14.9	
<input type="checkbox"/> Exit corridors/pathways protected 14.2	<input type="checkbox"/> Proper type 13.6.7.1, 13.6.8.1.1	OTHER FIRE PROTECTION EQUIPMENT	
<input type="checkbox"/> Emergency lighting present & operational 14.12.1.1	<input type="checkbox"/> Routine inspection & labeling 13.6.2.1.1	<input type="checkbox"/> Standpipe/hose condition good 13.2.3.1	
<input type="checkbox"/> Occupant load posted/maintained 20.1.1, 10.3.1.1	<input type="checkbox"/> Visible to occupants 13.6.8.1.2.1	<input type="checkbox"/> Hood extinguishing system-fuel shutoff present 50.4.6.1	
BUILDING FEATURES			
<input type="checkbox"/> Fire separations properly maintained 9.114.4.1, 12.7.2.1	<input type="checkbox"/> Properly serviced / maintained 13.6.9.1.1	<input type="checkbox"/> Hood extinguishing system service/ Last Date system service/ 50.5.6.1	
<input type="checkbox"/> Structure element properly maintained 10.14.1	HAZARDOUS MATERIALS		
<input type="checkbox"/> Rated fire door operation 12.4, 12.4.2	<input type="checkbox"/> Proper quantity 80.1.3.1	<input type="checkbox"/> Cooling equipment maintenance 50.5.7.1	
<input type="checkbox"/> Last Test date 12.5.3.1, 12.6	<input type="checkbox"/> Proper storage/dispensing 80.4.1.1, 80.5.14.2.2	ELECTRICAL	
<input type="checkbox"/> Vertical openings properly maintained 4.4.5, 12.4.8.8.1	<input type="checkbox"/> Proper storage/compatibility 80.5.15.2.1	<input type="checkbox"/> Panels/appliances/fuses in good condition 11.1.1	
<input type="checkbox"/> Interior finish paper 12.5.3.1, 12.6	<input type="checkbox"/> Making/identification system (NFPA 704) 80.5.18.2	<input type="checkbox"/> Over access to electrical panel 11.1.2.2	
STORAGE			
<input type="checkbox"/> Storage reasonably 10.16, 34.4, 80.4	<input type="checkbox"/> Compressed gas cylinders secured 83.3.1.8.4	<input type="checkbox"/> Covers present, condition good 11.1.1.3	
<input type="checkbox"/> Combustibles in biomechanical rooms 10.19.2.1	MISCELLANEOUS		
<input type="checkbox"/> Combustibles under unprotected railings 10.19.1, 10.19.6	<input type="checkbox"/> No smoking 80.10.1.2.3	<input type="checkbox"/> Proper use of wiring, connections & equipment 11.1.2	
<input type="checkbox"/> Storage of below ceiling (no sprinklers) 10.19.2.1	SPRINKLER SYSTEMS		
<input type="checkbox"/> 1/2" below sprinkler heads 10.19.2.2	<input type="checkbox"/> Controls readily accessible 13.7.1.4.1.3	<input type="checkbox"/> Extension cords used properly, condition good 11.1.7.6	
	<input type="checkbox"/> Valves locked, open, or supervised 13.4.3.1	<input type="checkbox"/> Power strips, tests, loads & in good condition 11.1.8.1	
		<input type="checkbox"/> Photovoltaic system shut-off present, marked 11.12.1.1	
		<input type="checkbox"/> Elevator access, operation & testing 11.3.4, 11.3.4.2	
		<input type="checkbox"/> Last Test Date: _____	

Correction Order: Pursuant to section 101.14 Wis. Stats., you are hereby ordered to correct the items marked or listed, by the compliance date.

RIGHT TO APPEAL: An appeal to any orders must be submitted in writing within 10 days of the date of the order to: **Petition for Variance.** The department may grant a variance to a provision of ch. SPS 314 Wis Admin Code in accordance with ch. SPS 303.

No violations observed during this inspection. Violations observed during this inspection were corrected while inspector on site.

A COPY OF THIS NOTICE WILL BE KEPT ON FILE IN THE OFFICE OF THE FIRE INSPECTOR FOR FURTHER ACTION
Personal information you provide may be used for secondary purposes (Privacy Law s. 19.48 (1)(b)).

OWNER/OCCUPANT/AGENT/MANAGER REPRESENTATIVE _____ INSPECTOR OFFICE/FIRE DEPARTMENT _____

880-106-150 (R 10/15) Copies to: Owner, Fire Department/Inspector

Written Communication

- **Provides documentation of inspection**
- **May be used in litigation**
- **Required for fire department records**
- **Personal use for scheduling or review of inspections**
- **May be requested by insurance company for claims or renewal purposes**

Written Communication

- **More structured**
- **Check spelling and grammar**
- **Not open to misinterpretation**
- **Use proper language, no slang**
- **Subject to Open Records requests**
- **Impressions/opinions of inspector formed by written communications**

Codes and Standards

- **Codes - what has to be done**
- **- install an alarm system**
- **Standards - how something is to be done**
- **- how the contractor must install the system**

Citing Codes

- **Clarity of Order**
 - **Include code citation**
 - **Provide some sort of recommended corrective actions**
 - **Provide a compliance date for correction**

- **Order vs. Advisory Note**
 - **Not a violation, a reminder to something to do.**

Code Citation

- **Wisconsin State Statutes 101.14**
- **Wisconsin Department Safety & Professional Services (SPS 314)**
- **National Fire Code (NFPA 1)**
- **Code language**
- **Recommended Corrective Action**
- **Compliance Date**

Orders

- **Correction Orders**
 - **To Occupant**
 - **To Agent or Representative**
 - **To Building owner**

- **Appeals Process**
 - **To whom and how long to initiate appeals process.**

Responsibility

NFPA 10.2 Owner/Occupant Responsibilities

10.2.1 The owner, operator or occupant shall be responsible for compliance with this code.

Concluding the Inspection

- **Review inspections items/results with owner, occupant, representative.**
- **List any corrections needed.**
- **Determine correction plan of action
Inspection report? Order? Compliance
Date?**
- **Thank owner, occupant,
representative for their cooperation.**

Review

- **You have the authority to perform inspections**
- **You have the authority to order something corrected**
- **You have the authority to take necessary means to gain compliance.**

Review

- **Document the event (s) well**
 - **Reports**
 - **Photographs**
 - **Phone conversation records**

- **Forward when necessary**
 - **Local municipality legal office**
 - **County prosecutor**
 - **Fire Protection Consultant**

Order Follow-up

- **Follow-up visit is needed to verify compliance**
- **If not corrected issue notice of non-compliance**
 - **Take a second picture if needed**
 - **Note date of visit for record**
- **Second Notice, is not a second order**
- **Time frame is typically 30 days**
- **Notice should state that continuing violations shall be referred and a citation issued.**

NFPA Chapter 10: General Fire Safety

10.11.6 For other than one- and two-family dwellings, no hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose, shall be used or kindled on any balcony or under any overhanging portion or within 10 ft of any structure..



Chapter 10

Ceiling Clearance

- **10.19.3.1 Storage shall be maintained 2 ft or more in from the ceiling in non-sprinklered areas of a building.**
- **10.19.3.2 The clearance between the deflector and the top of storage shall be 18 inches or greater (in sprinklered areas of the building).**



Chapter 10

Means of Egress

- **10.19.4 Combustible material shall not be stored in exits.**





Chapter 10

Equipment Rooms

- 10.19.5.1 Combustible material shall not be stored in boiler rooms, mechanical rooms, or electrical rooms.

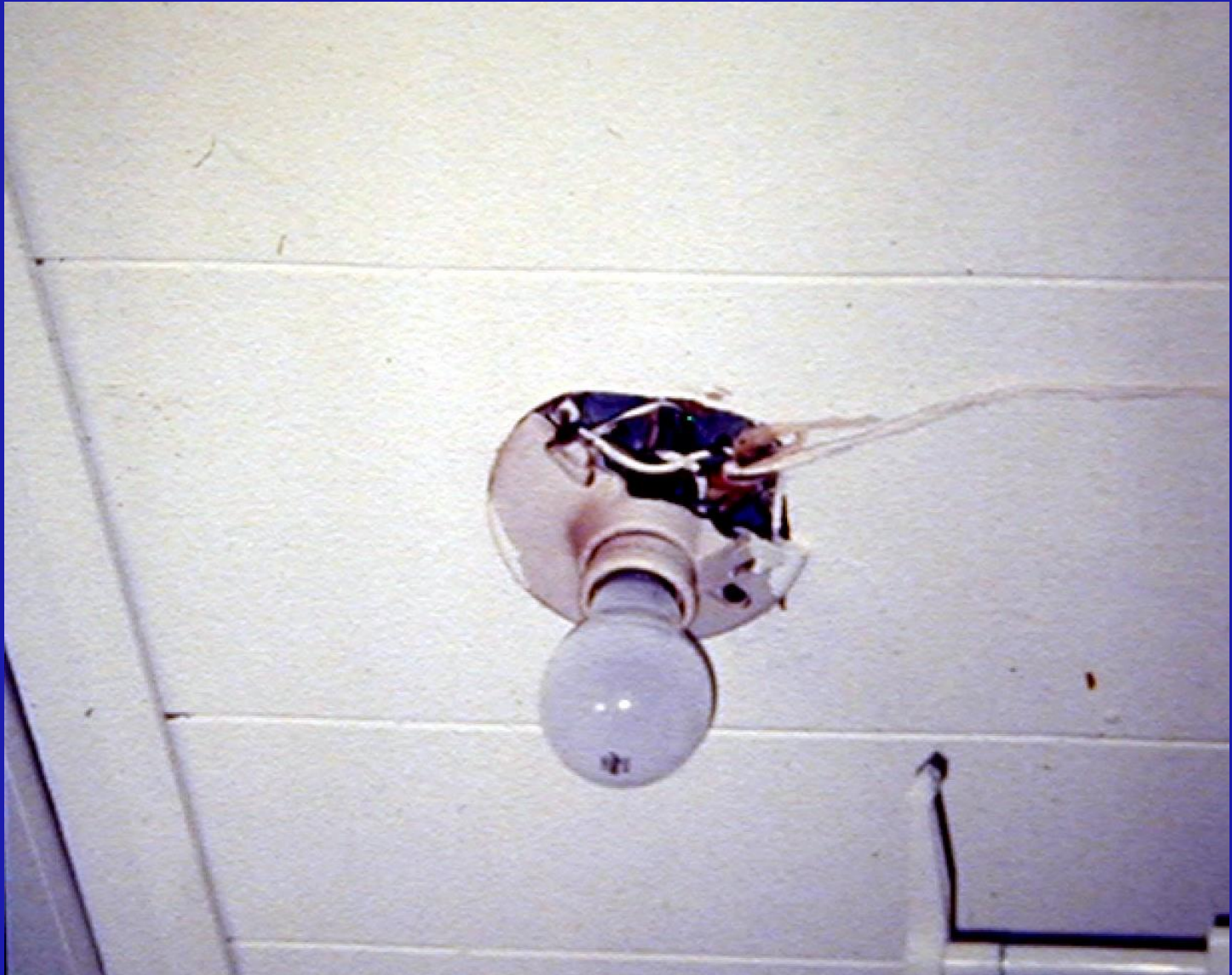


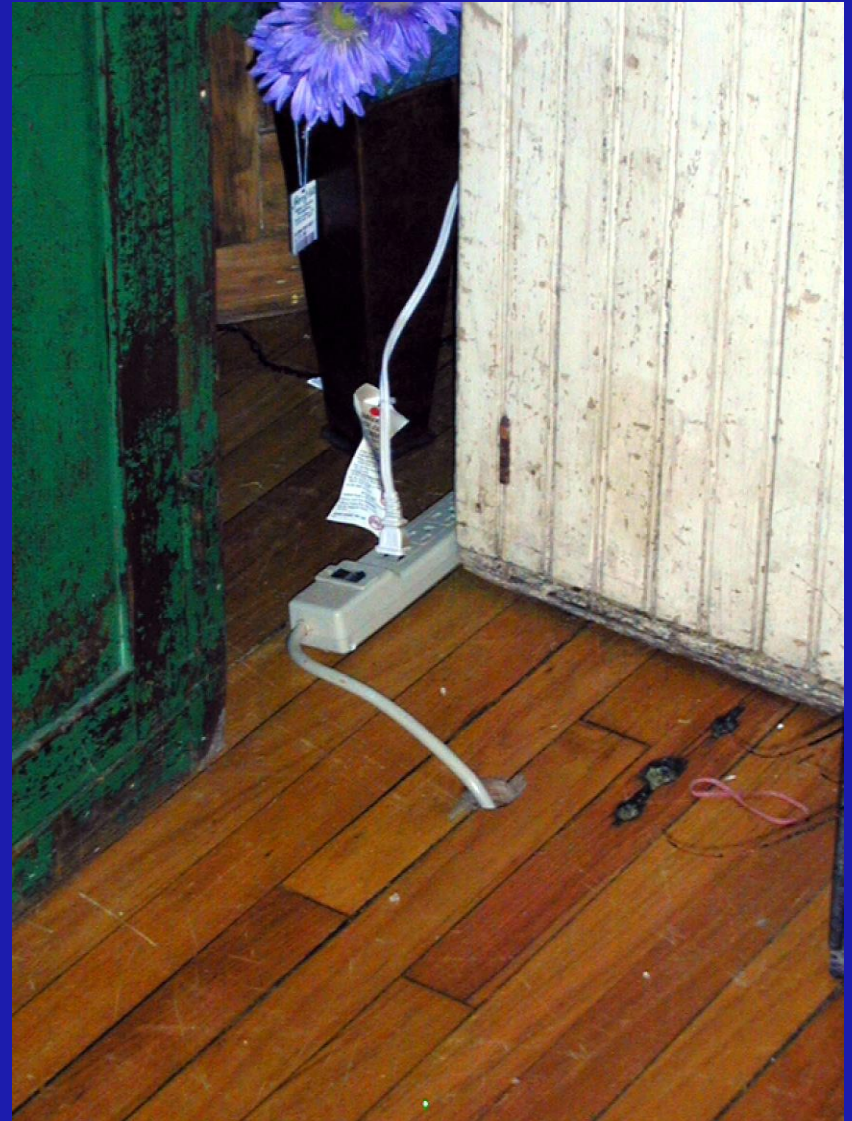
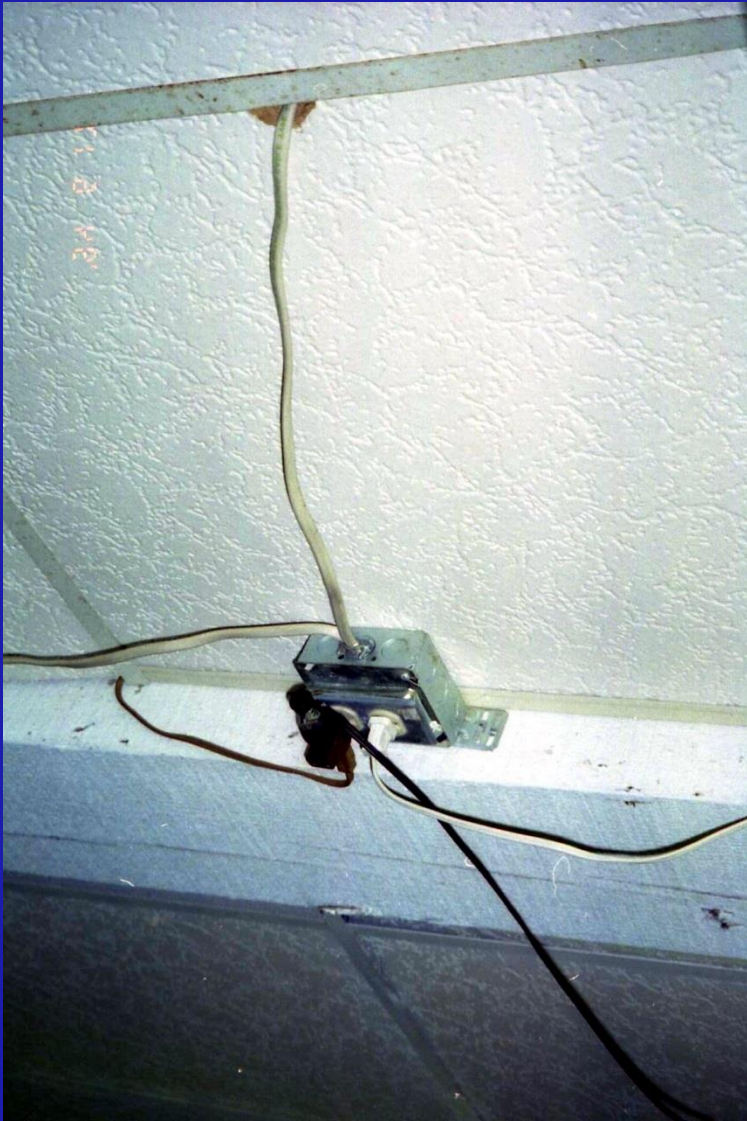
Chapter 11

Building Services

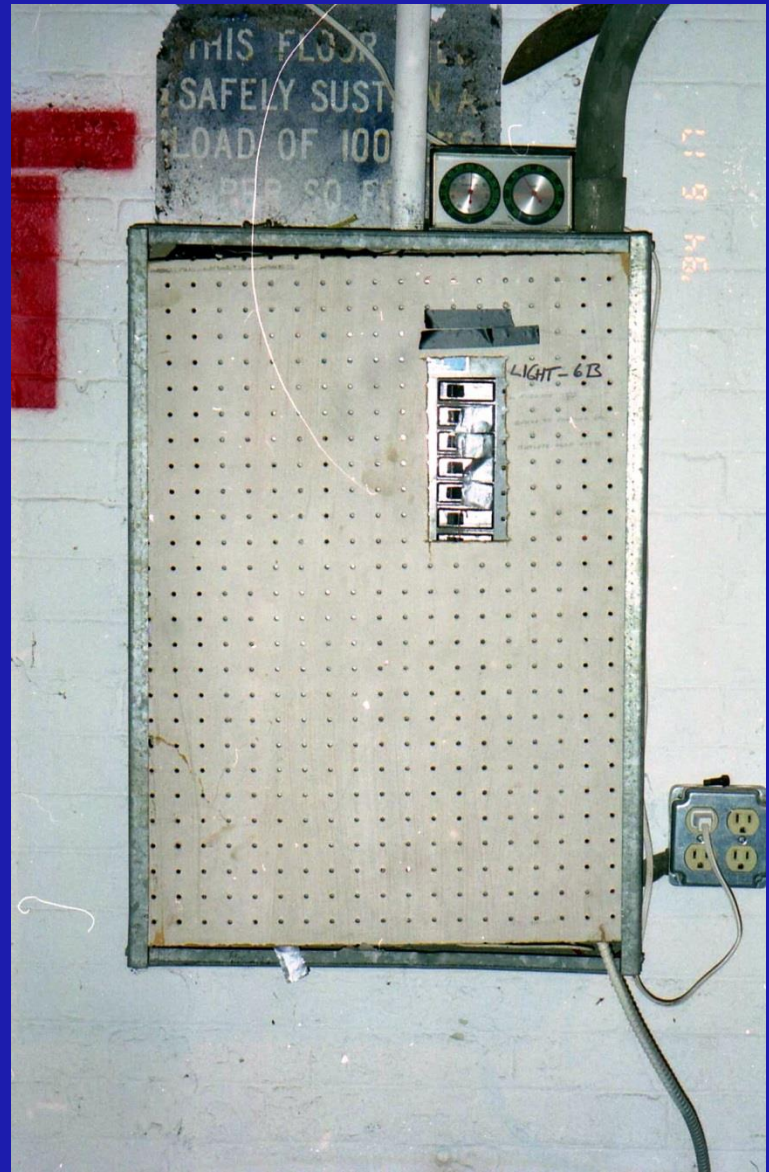
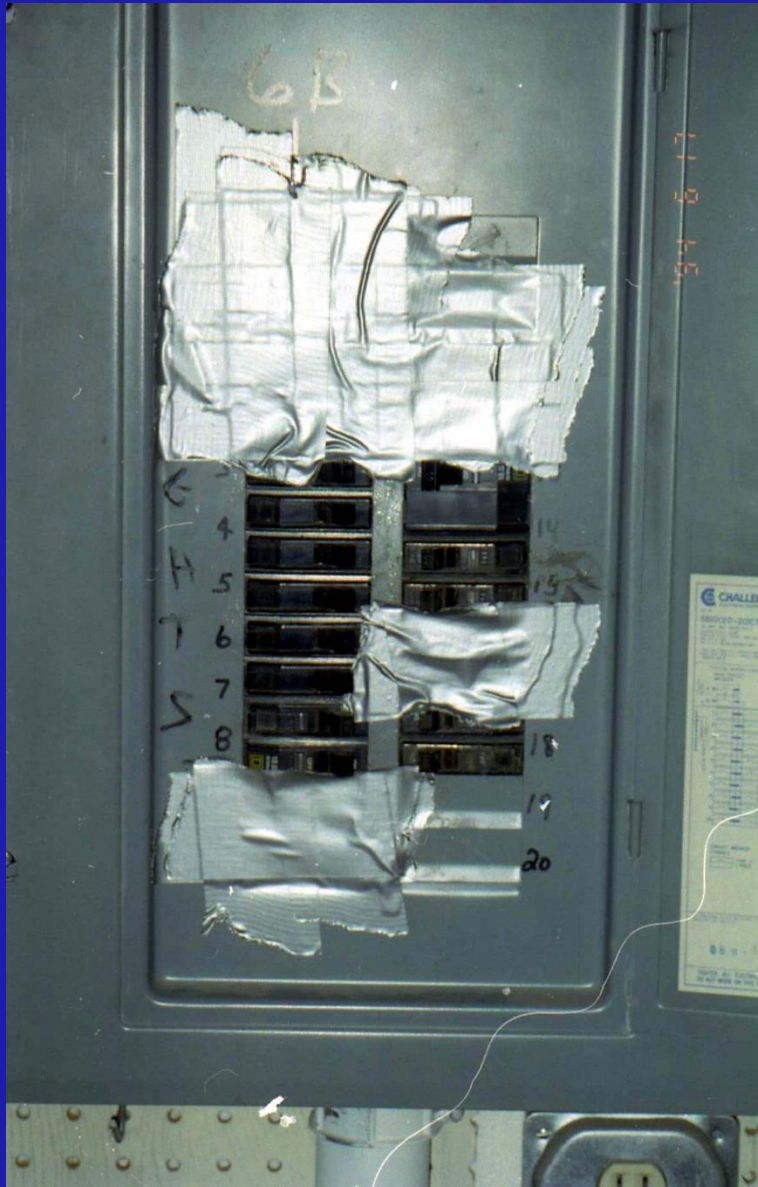
- **11.1 Electrical Fire Safety**











CAUTION

conductors only!
not designed
for use with
types of conductors.

OFF

BURNER

ON



OFF

EMERGENCY





SPS 314.11

Portable Unvented Heaters

Portable, fuel-fired, unvented heating appliances are prohibited – except during construction or demolition of a building, provided adequate ventilation is supplied.



Chapter 12

Fire Protection

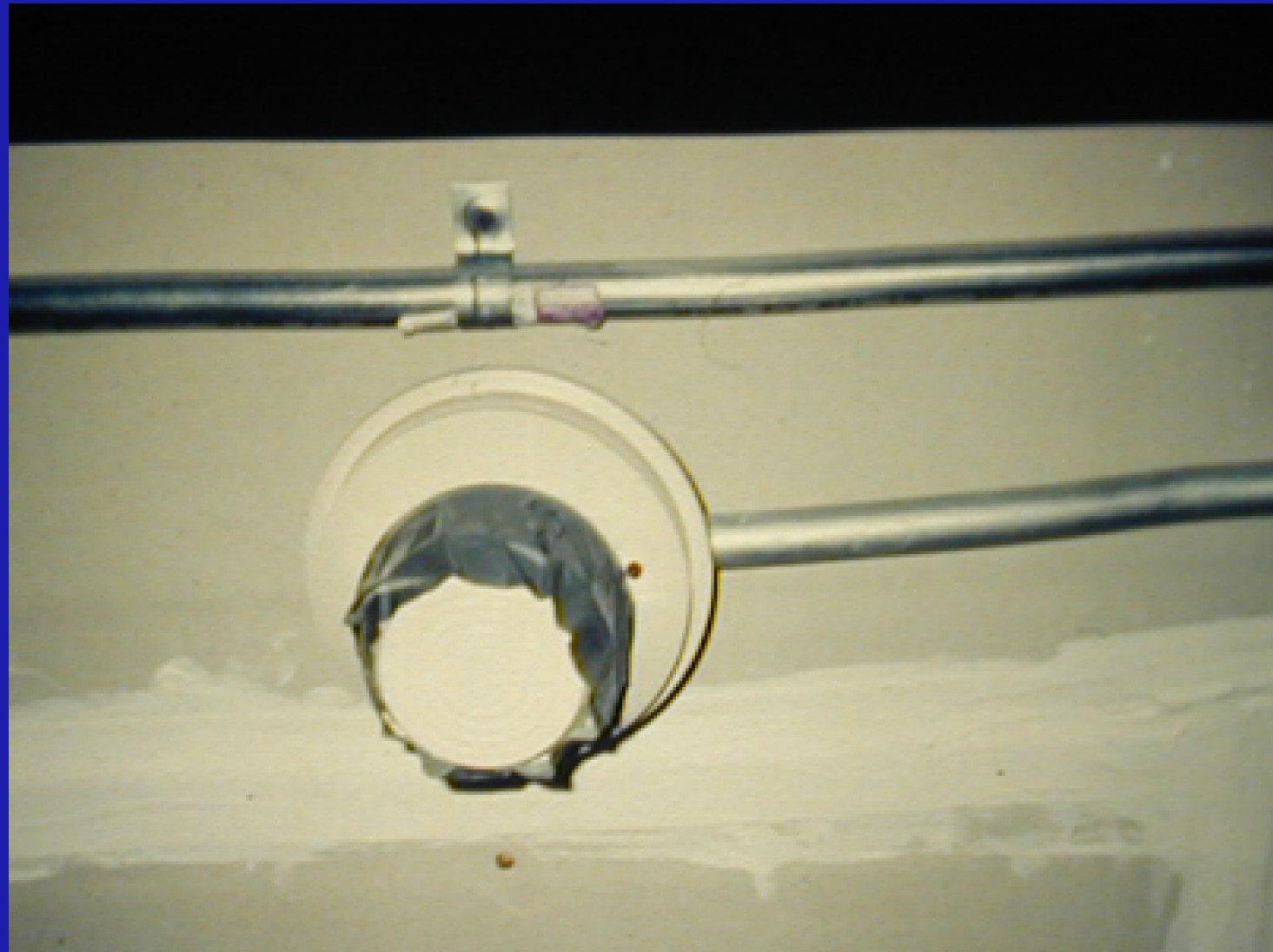






Fire Extinguishers







Chapter 14

Means of Egress







This is a
FIRE EXIT
ONLY
IS NOT TO BE USED



Chapter 18

Fire Department

Access





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Chapter 19: Combustible Waste and Refuse

19.1.2 No person owning or having control of any property shall allow any combustible waste material to accumulate in any area or in a manner that creates a fire hazard to life or property.

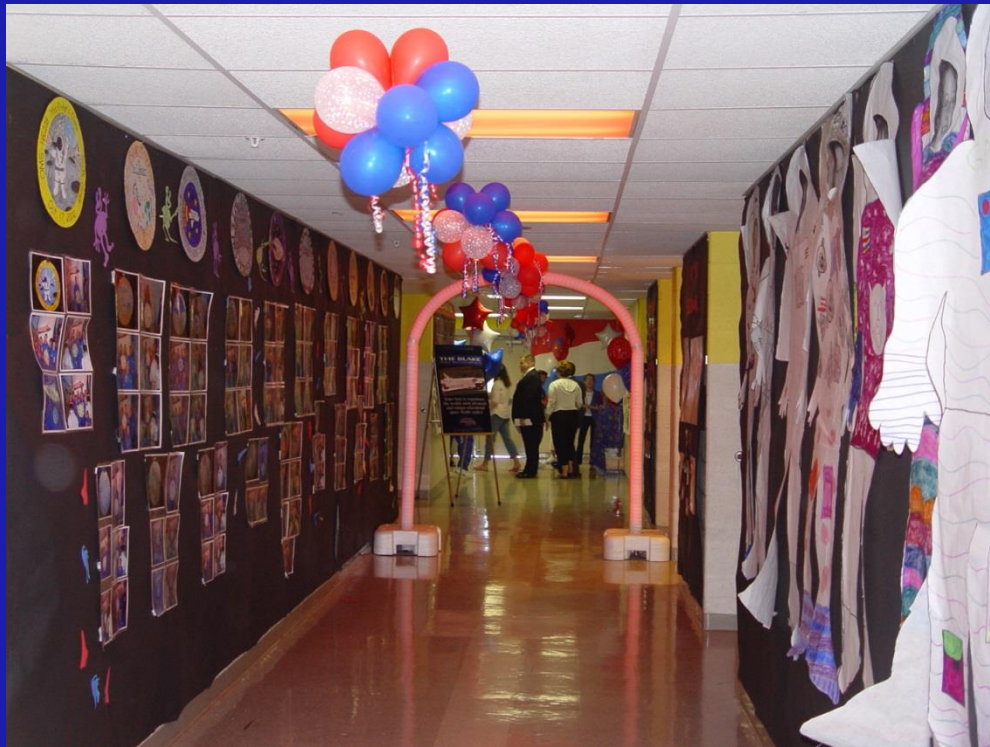




Chapter 20

Occupancies

- **Educational Occupancies**







Our website: dsps.wi.gov

Wisconsin.Gov

Agency Directory Online Services



State of Wisconsin Department of Safety and Professional Services



SELF-SERVICE

PROFESSIONS

PROGRAMS

BOARDS/COUNCILS

RULES/STATUTES

NEWS/MEDIA

ABOUT DSPS

Elevator Mechanic Restricted

Trades

Trades

Engineer, Professional

Business

Architects, Landscape Architects, Professional Engineers, Designers, and Professional Land Surveyors

Firearms Certifier

Business

Firearms Certifier

Firearms Permit

Business

Firearms Certifier / Firearms Permit

Fire Detection, Prevention and Suppression Inspector

Trades

Trades

Fireworks Manufacturer

Trades

Trades

Fire Detection, Prevention and Suppression Inspector

Additional Resources

[Other Forms](#)

[Statutes and Administrative Code](#)

[Trades Renewal Dates and Fees](#)

Related Links

[File a Complaint](#)

License Information

Per Wis. Admin. Code § 305.627, no person may perform inspections of fire detection, prevention and suppression devices being installed during the construction or alteration of, or the addition to, public buildings and places of employment unless the person holds a certification issued by the Department as a certified Fire Detection, Prevention and Suppression Inspector.

A person who inspects fire detection, prevention and suppression devices as a certified Fire Detection, Prevention and Suppression Inspector shall:

- Maintain a record of the inspections made including the dates and the findings of the inspections;
- Provide a copy of the inspection report to the property owner or his or her agent;
- Make available to the department upon request inspection records;
- Maintain his or her certification at all times during which he or she is certified as a Fire Detection, Prevention and Suppression Inspector.

Application for License

Form	Description
3160	Application for Fire Detection, Prevention and Suppression Inspector Certification
3073	Fax Payment Form

Reinstate a Fire Detection, Prevention and Suppression Inspector Certification that has been Expired more than 4 Years

1. Hold a current certified Fire Inspector I, valid equivalent certificate, or Commercial Building Inspector certification.
2. Submit an application, supporting documentation and fee:
 - Application for Fire Detection, Prevention and Suppression Inspector Certification (Form #3160)
 - See Form #3160 for total fee (\$15.00 application fee, \$40.00 prorated credential fee, and \$25.00 late renewal fee)

Renewal Information

Requirements

- FEE (See Renewal Dates and Fees)

Renewal Method

- Online Log In: [Renew a Credential Online](#)
- Mail Renewal Reminder/Application to:

Department of Safety and Professional Services
Trades Credentialing Unit
PO Box 78780
Milwaukee, WI 53293-0780

If you have questions regarding your renewal, please email DSPSCredTrades@wisconsin.gov.

When mailing your renewal, please allow up to 21 calendar days [per Wis. Admin. Code SPS § 305.04 (1)] from the date your payment is processed to receive an update regarding your renewal.

Wisconsin Fire Prevention *Coordinators*

District 1

Rick Sommerfeld

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Operations Program Associate

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Bradley Johnson

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**Thank
you**

