



SNOHOMISH REGIONAL FIRE & RESCUE

2023 ANNUAL FIRE SAFETY INSPECTIONS

PRE-INSPECTION NOTICE

You are receiving this notice to inform you that a SRFR Fire Marshal will conduct an initial annual fire safety inspection of your business in the coming months.

Dear Business Owner or Manager:

The City of Sultan has partnered with the Snohomish Regional Fire and Rescue's Office of the Fire Marshal to conduct annual fire and life safety inspections. These inspections are intended to identify fire and life safety hazards regulated by the Washington State Fire Code, to help protect your business, staff, and guests from incidence of fire and other emergencies. Please use this check-list to help prepare for some of the things that our Fire Marshals will be checking during your annual fire safety inspection. Where possible, please correct these items before your upcoming inspection.

Preparing For Your Annual Fire and Life Safety Inspection

Most fire code violations identified by annual inspections can be repaired or corrected before your inspection date. The following list identifies some frequently found violations. Remember, **this is NOT a comprehensive list.** Violations may exist which are unique to your building, business, or operation.

EXITS

- Aisle ways are clear
- Stairways & fire escapes are not used for storage and are easily navigated
- Illuminated exit signs are operable with battery backup
- Exit doors are kept clear with proper door hardware
- Emergency floodlighting is operable with battery backup

FIRE PROTECTION

- Fire alarm system (if present) is functional and has had its annual confidence test within the past 12 months
- Fire sprinkler system (if present) is functional and has had its annual confidence test within the past 12 months
- Fire hydrants visible and kept clear from obstructions by at least 3 feet on all sides
- Commercial kitchen hood and duct fire suppression has been inspected within the last 6 months

ELECTRICAL EQUIPMENT

- Extension cords and temporary wiring not used as a source of permanent power
- Extension cords serve only portable appliances
- Electrical panels and junctions have covers
- Electrical panels have a 36" clearance
- Power strips are plugged directly into the wall outlet, not into an extension cord or another power strip

FIRE EXTINGUISHERS

- Adequate number of fire extinguishers are provided
- Extinguishers are the proper model for business or building type (minimum size: 2-A:10-B:C)
- Extinguishers are charged and in proper working condition
- Extinguishers are mounted with manufacturer hardware, visible, and accessible (minimum 4” above floor, maximum 60” above floor)
- Extinguishers have service tag dated within past 12 months

MISCELLANEOUS

- Address and suite #'s are visible on a contrasting background; see recommended size chart*
- Merchandise / stock not stored within 24” of ceiling or 18” of fire sprinklers
- No unsafe accumulation of rubbish and debris
- No holes in ceilings or walls which would allow fire extension into other areas of the building
- Commercial hood and duct cleaning accomplished within the last 6 months.

Most Common Violation

The most common violation is fire extinguishers not being serviced annually.

If the Fire Marshal Finds A Violation...

After the inspection, the fire marshal will provide you with an electronic report of findings via email. All life safety violations must be corrected immediately.

The annual fire safety inspection is completed using a tablet-based inspection program that will email you directly with inspection results to include the state fire code, what was in violation, and a picture of the violation. In most cases, the fire marshal will include comments on how to correct your violation. Most violations must be corrected within 30 days of the report.

The email you receive from our inspection program will have a “[Select here to manage your self-certification](#)” link where you can upload photos of the violations after correction. Please use the link after correcting all violations. The inspection program does not allow partial updating of violations.

CONTACTS:

- Fire Inspection Request Line: (360) 805-0338 ext. 2 or FireMarshal@SRFR.org
- Asst Chief Mike Messer: (360) 805-0338 ext. 6 or Mike.Messer@srfr.org
- DFM Jason Bowen: (360) 805-0338 ext. 5 or Jason.Bowen@SRFR.org
- FI Craig Fisher: (360) 805-0338 ext. 7 or Craig.Fisher@SRFR.org
- City of Sultan Building Dept: (360) 793-2231
- Washington L&I Electrical Inspector: (425) 290-1307
- Snohomish Health District: (425) 339-5200

Notice

Due to the nature of emergency work, Snohomish Regional Fire & Rescue is unable to provide an exact date and time for your annual inspection. However, if you would like to request a specific time, you may leave a message on the Fire Inspection Request Line at:

(360) 805-0338 Extension 2

*Recommended Address Size Chart

Distance from Street or Road	Minimum Size
0 - 50 feet	6” H x 3/4” Stroke Width
51 - 150 feet	8” H x 1” Stroke Width
151 - 200 feet	10” H x 1 1/4” Stroke Width
201’ & farther	12” H x 1 1/2” Stroke Width