Commercial Inspection Program Proposal

Minneapolis Fire Department
City of Minneapolis

Commercial Inspection Program

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Purpose: To develop, fund, and implement a cyclical commercial inspection program for the City of Minneapolis.

Background: The City of Minneapolis does not have a comprehensive Commercial Inspection Program (CIP). The Fire Prevention Bureau performs the following business functions:

- Fire Alarm Plan Review and inspections
- Sprinkler System Plan Review and inspections
- Construction Site Plan Review and inspections
- Certificate of Occupancy Inspections
- Housing Inspections, Cyclical – Rental buildings of 4 dwelling units or greater
- Housing Inspections, Complaint based – Rental buildings of 4 dwelling units or greater
- Commercial Inspections for New Construction
- Commercial Inspections, Complaint based
- Hazardous Materials Inspections
- Community Risk Reduction and Fire Safety Education
- Fire Watch
- Permitting for Hazardous Materials, Pyrotechnics and other various events.

While the Fire Prevention Bureau does an excellent job on these types of inspections, the need for a cyclical inspection program of existing commercial properties has been identified. **Creating a cyclical inspection program of commercial properties will allow the *Minneapolis Fire Department, Regulatory Services and our other City partners to use a holistic approach to identify and correct fire code, building code, nuisance conditions and other violations* that could potentially pose a life safety risk to the residents of Minneapolis as well as firefighters responding to emergencies in these structures.**

Proposal

The Fire Prevention Bureau will create a comprehensive Commercial Inspection Program, known as CIP. The purpose of the program will be to inspect all existing commercial properties in the City of Minneapolis on a cyclical basis. The Minneapolis Fire Department will be responsible for issuing Commercial Building Certificates of Registration and establishing a cyclical inspection program. The goal is to eventually be able to complete inspections on all commercial structures over a five (5) year cycle or less. The City currently has an estimated 5800 commercial structures which house an estimated 12,000 businesses. The CIP program would involve the training of Fire Captains to conduct commercial inspections for less complex occupancies such as business, mercantile, and gas stations. More complex occupancies will be inspected by Fire Inspection Coordinators assigned to the Fire Prevention Bureau.

The costs of implementing and maintaining the new CIP program will be funded with the revenue raised through the Commercial Building Certificates of Registration. In accordance, our proposed business lines would be:

- Fire Alarm Plan Review and inspections
- Sprinkler System Plan Review and inspections
- Construction Plan Review and inspections
- Certificate of Occupancy Inspections
- Commercial Inspections for New Construction
- **Commercial Inspections, Cyclical**
- Commercial Inspections, Complaint based
- Hazardous Materials Inspections
- Community Risk Reduction and Fire Safety Education
- Fire Watch
- Permitting for Hazardous Materials, Pyrotechnics and other various events.

Omitted Cyclical and Complaint based Residential Inspections

Resources

The resources currently required to carry out the functions of the Fire Prevention Bureau include, 1 Fire Marshal, 1 Assistant Fire Marshal, 4 plan review personnel, 8 Fire Inspector Coordinators (with two currently assigned to residential inspections) **for a total of 14 FTEs, as well as the fire company officers.**

Cost Recovery Model

The funding required for the CIP is equal to 10 FTE's. The 10 FTE's will be comprised of the equivalent of 8 Fire Captain FTEs ($760,000) to maintain sufficient staffing on the fire apparatus to carry out inspections, and 2 Fire Inspector Coordinator FTEs ($191,000) for a total of $951,000. The revenue for this proposal will be raised through The Commercial Building Registration Program, requiring all commercial buildings to have a Commercial Building Registration Certificate through the Fire Prevention Bureau in order to conduct business operations in the City of Minneapolis.

The revenue collected by the Fire Department to include the fees for registration as well as fines and/or administrative citations shall remain within the Fire Department budget to offset the costs of the program.

Minneapolis Fire Prevention Bureau Staff Projections

Existing Staff

8 FTEs – Fire Captain.....	$760,000.00
2 FTEs – Fire Inspection Coordinator.....	$191,000.00
	$951,000.00

Revenue Estimate

Average CBR Fee.....	$171.50
Revenue Projection.....	**$952,261.00**

Proposed Fee Structure – Commercial Building Registration

The proposed fee structure for the CBR will be a sliding fee schedule. The amount of the fees is in correlation to the amount of time it will take a Fire Inspector Coordinator to inspect a commercial structure as well as administrative time.

Sample Fee Structure

Square Footage	Registration Fee	Number of Buildings
1 – 10,000	$79.00	3209
10,001 – 100,000	$265.00	1987
100,001 – 250,000	$403.00	225
250,001 – 1,000,000	$620.00	120
1,000,000 – 2,000,000	$827.00	10
2,000,000 and up	$910.00	2

2008-Or-___

AN ORDINANCE
of the
CITY OF
MINNEAPOLIS

By: Ostrow

Amending Title 9, Chapter 174 of the Minneapolis Code of Ordinances relating to the Minneapolis Fire Department: Fire prevention Bureau.

The City Council of The City of Minneapolis do ordain as follows:

That Chapter 174 of the Minneapolis Code of Ordinances be amended by adding thereto a new Article IV to read as follows:

ARTICLE IV. COMMERCIAL BUILDING REGISTRATION REQUIREMENTS

174.400. Commercial building defined. *Commercial building* is defined as any building subject to the requirements of the building and fire codes approved for an occupancy use other than residential occupancy. For those buildings with mixed occupancy uses inclusive of residential occupancy, the provisions of this article shall apply to the non-residential occupancy portions of such buildings.

174.410. Certificate of registration required. The owner of any commercial building shall obtain an annual renewable certificate of registration indicating that the building and its associated uses and occupancies are in compliance with all requirements of the fire code. No building, or portion of a building upon the judgment of the fire marshal, shall continue to be occupied without such valid certificate of registration after a reasonable time, as fixed by written order of the fire marshal pursuant to section 174.430(3).

174.420. Issuance of certificate of registration. The certificate of registration required pursuant to this article shall be issued after inspection by the fire marshal or the fire marshal's designee reveals that the use and occupancy of the commercial building is in conformity with the Minnesota State Fire Code. The owner and occupants of any commercial building shall cooperate in facilitating any inspections required pursuant to this article and reinspection fees may be charged pursuant to section 1.120 of this Code for any required reinspection finding noncompliance conducted after the due date for compliance with a duly-issued order. The certificate of registration required pursuant to this article shall be required one (1) year after the initial occupancy of any commercial

building and annually thereafter, and shall be required annually for any existing commercial building. The certificate of registration shall contain the following information:

(1) The building certificate number.

(2) The address of the building.

(3) The name and address of the owner.

(4) A description of that portion of the building for which the certificate is issued.

(5) A statement that the described portion of the building has been inspected for compliance with the requirements of the fire code for the group and division of occupancy and the use for which the occupancy is classified.

(6) The name of the building contact or official.

174.430. Renewal required. For every commercial building governed by this article, a periodic inspection shall be scheduled by the fire marshal. When the results of such inspection shall show that the commercial building fails in any respect to comply with the provisions of the fire code, the fire marshal shall notify the owner to this effect and specify wherein such commercial building fails to comply with the requirements of the provisions of the fire code. The fire marshal shall take the necessary action to secure compliance with the provisions of the fire code, so that no immediate hazard to health or safety of the occupants or public is allowed to continue.

(1) *Temporary certificate.* If the fire marshal finds that no substantial hazard will result from occupancy of any commercial building or portion thereof before any required code compliance is completed, a temporary certificate of registration may be issued for the portion or portions of a commercial building prior to the completion of any required code compliance by the entire commercial building.

(2) *Posting.* The certificate of registration shall be posted in a conspicuous place on the premises and shall not be removed except by the fire marshal.

(3) *Denial, suspension and revocation.* The fire marshal may, in writing, suspend or revoke a certificate of registration issued under the provisions of this article whenever the certificate is issued in error, or on the basis of incorrect information supplied, or when it is determined that the commercial building or portion thereof is in violation of any ordinance or regulation or any of the provisions of this Code. Whenever a certificate of registration is denied, suspended or revoked, the fire marshal shall notify the owner or operator of the commercial building in writing. The notice

shall be served upon the owner or operator of the commercial building in person or by first class mail and it shall inform the owner or operator of the right, within twenty (20) days after the date of the notice to request an appeal of the denial, suspension or revocation to the fire code appeals board. If an appeal is timely received the hearing before the fire code appeals board shall take place within a reasonable period thereafter.

174.440. Fee. The annual fee for the issuance of a commercial building certificate of registration shall be as specified in Table A as applicable.

TABLE A

Size of Commercial Building	Fee
0 – 10,000 square feet	$79.00
10,001 – 100,000 square feet	$265.00
100,001 – 250,000 square feet	$403.00
250,001 – 1,000,000 square feet	$620.00
1,000,001 – 2,000,000 square feet	$827.00
2,000,001 square feet and over	$955.00
Late Fee (Over 30 days)	Add 25%