



**Glendale Fire Department
Fire Prevention Bureau**
780 Flower Street
Glendale, CA 91201-4030
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www.glendalefire.org



February 12, 2014

Subject: False Fire Alarm Fees, Fire Department Inspection Fees, Fire Sprinkler and Fire Alarm System Inspection Requirements

Dear Business or Property Owner:

This letter is to inform you that the Glendale Fire Department has updated the Fire Company Inspection Program, including procedures for businesses and properties within the City of Glendale. These changes may have a direct impact on your business or property. The following is a brief description of the changes that you should be aware of.

False Fire Alarm Fees

False alarms are a very serious problem. Not only do they result in considerable expense to the public, they jeopardize the safety of the Fire Department personnel who must respond to the false alarms.

"False Alarm" is defined in Section 202 of the 2014 Glendale Building and Safety Code:

The willful and knowing initiation or transmission of a signal, message or other notification of an event of fire when no such danger exists, or the activation of any fire alarm system due to malfunction, mechanical or electrical defect, improper operation or procedure by any person, or a false oral or written report to any department of the City of Glendale that an emergency exists requiring immediate or emergency response by the Glendale Fire Department.

If it has been determined that a false alarm has occurred at your facility, you may be subject to a monetary fine depending upon the number of false alarms and emergency responses (\$120 for a third false alarm within any 12 month period and \$360 for each false alarm resulting in an emergency response).

Fire Department Inspection Fees

As you know, the Fire Company Inspection Program for businesses and multi-family residential properties within the City of Glendale has been conducted for many years. Due to recent changes, the self inspection program will no longer be available. To ensure the safety and compliance of each business and multi-family dwelling, the Glendale Fire Department will inspect each business on a biennial basis and each multi-family residential property on an annual basis.

Business Inspections:

The Fire Department will continue to inspect your business biennially (once every two years) at a fee of \$32 per half hour for the inspection and any subsequent re-inspections that may be necessary.

Multi-Family Residential Inspections:

The Fire Department will inspect your multi-family residential property annually (once a year) at a fee of \$32 per half hour for the inspection and any subsequent re-inspections that may be necessary.

Prior to the inspection, you should ensure that the following items for your business or multi-family residential property comply with the Glendale Fire Code for:

- Fire extinguishers
- Exits
- Emergency lighting

Fire Alarms and Fire Sprinkler Systems

If your property has a fire alarm and/or a fire sprinkler system, prior to the inspection, you should ensure that your fire alarm and/or fire sprinkler system complies with the Glendale Fire Code and has been serviced and certified by a Licensed State Contractor, with a Class C-16 license.

Once the service has been completed:

1. **Mail the completed F201- City of Glendale Fire Protection Equipment Performance Certification form and all additional documentation to:**

**Fire Prevention Bureau
780 Flower Street
Glendale, CA 91201**

- a. **You may download the F201- City of Glendale Fire Protection Equipment Performance Certification form [HERE](#).**
- b. **You can find additional State forms from the Office of the State Fire Marshal's website [HERE](#).
(http://osfm.fire.ca.gov/strucfireengineer/strucfireengineer_aes.php)**

The Glendale Fire Department would like to thank you for your cooperation with these important and vital programs. Please contact the Fire Prevention Bureau at 818-548-4810 or fpbinfo@ci.glendale.ca.us if you have any questions.