



# State Fire Marshal Policy

## Inspection Forms: Recommended Appeal and Complaint Text for Resident Fire Marshals

May 31, 2011  
Policy No. 11-003

### **SCOPE:**

This policy will provide information regarding recommendations by the Office of the State Fire Marshal (OSFM) to resident fire marshals pertaining to suggested text that should be included on all inspection forms to address appeals process and complaints. It is the recommendation of the OSFM that the suggested text be clearly explained on all fire inspections forms.

### **PURPOSE:**

To provide specific information on the appeals process and recommended complaint text to be included on all inspection forms by a resident fire marshal (i.e. inspection report). This will enable the customer (i.e. business or property owner), if needed, to have the proper information to appropriately challenge any inspection issued by a resident fire marshal.

### **BACKGROUND:**

In order to better inform customers, the OSFM will provide recommended text pertaining to the process for appeals and complaints. This will alleviate any uncertainty by local businesses if they wish to appeal a decision of a resident fire marshal.

### **What is Recommended?**

Each resident fire marshal shall have printed on all inspection forms text regarding the right of the customer to contact the "Authority Having Jurisdiction" to question or appeal any requirement(s) that the customer feels is an unreasonable interpretation of code. The appeals process must explain the proper procedure(s) available to all customers, whether the concern involves the local appeals process or if it must be conducted through the OSFM.

### **Recommended Text for All Inspection Forms:**

*You are hereby notified that this is an official ORDER of the {insert name} Fire Department stating the defects found to exist in the above-referenced structure or building. You are further notified that the owner, agent, or party in control of said building or structure may APPEAL this ORDER within **30 calendar days** by writing to the {insert name} Fire Chief/ Code Enforcement Officer/ Authority Having Jurisdiction at the address above and stating the specified ground of appeal. If you do not appeal this ORDER, you as owner, agent, or person in control of said structure or building have 30 calendar days to complete the specified repairs or improvements. This report does not imply that the occupancy is safe from fire or that all code violations have been identified.*

All current memorandums are located on the State Fire Marshal's website: [www.scfiremarshal.llronline.com](http://www.scfiremarshal.llronline.com)  
If you have questions regarding a memorandum, please contact staff at (803) 896-9800.