

Springdale Fire Department

Policy & Procedures Manual

Volume 4 – Prevention, Public Education

Section 401 – Inspections

401.1 – Fire Inspections

The following inspections are conducted by the Fire Prevention Division. All inspections are documented on the appropriate form with a copy of the inspection form provided to the representing person. All inspections are then entered into the Firehouse Occupancy Module. Completed forms and associated documentation is kept on file in the occupancy file system.

- Business License Inspection– This inspection is performed to ensure compliance with fire codes and city ordinances at new businesses. The business license application is signed by the inspector when no violations are present.
- Follow-up Inspection– This inspection is performed to ensure that discrepancies identified during previous inspections have been corrected. The original inspection form is updated, indicating that all discrepancies have been corrected.
- Certificate of Occupancy Inspection– This inspection is performed to ensure compliance with fire codes, city ordinances, and technical plat requirements before permission is granted by the City of Springdale to occupy a new building. Certificates of Occupancy are issued by the Chief Building Official.
- Multi-Family Residential Inspection– This inspection is performed to ensure compliance with fire codes and city ordinances at multi-family occupancies. Multi-family occupancies are defined as three or more independent dwelling units contained in a single structure. Special emphasis is placed on ensuring that working smoke alarms are present and operate accordingly.
- Routine Inspection– This inspection is performed in pre-existing commercial occupancies and in new construction as needed to ensure compliance with fire codes and city ordinances.
- Fire Alarm System Inspection– This inspection is performed to ensure that fire alarm systems are operating, free of deficiencies, and are being maintained as required by fire codes and the NFPA.
- Fire Suppression System Inspection– This inspection is performed to ensure that fire suppression systems are operating, free of deficiencies, and have received a current inspection as required by fire codes, the Arkansas Fire Protection Board, and the NFPA.
- Complaint Inspection– This inspection is performed to investigate and identify violations that are brought to the attention of the Fire Prevention Division when a verbal or written complaint is received. The findings of the investigation are documented on the Fire Prevention Division, Complaint Investigation Form.

- Fireworks Stand Inspection– This inspection is performed to ensure that the proper permits, licenses, city ordinances, fire codes, and life safety requirements are met before the sale of common fireworks takes place within the City of Springdale.
- Public Fireworks Display Site Inspection– This inspection is performed to ensure that the proper permits, licenses, city ordinances, fire codes, and NFPA safety requirements are met before common or commercial fireworks are discharged before a public or proximate audience.