



Your Inspection is scheduled for ____/____/____

Dear Building Owner,

The Vermillion Fire Department is tasked with inspecting new and existing buildings within the city limits of Vermillion. Our main focus when performing these inspections is Life Safety. The goal of the inspections are to have safe businesses and to provide risk reduction to building owners, employees, customers, tenants, visitors and firefighters in the case of a fire or emergency in the building. These goals are achieved by seeking code compliance of the applicable fire codes.

Your business is due for a routine fire and life safety inspection. To help facilitate the inspection, please attend to the following items as applicable.

- Ensure all portable fire extinguishers have been serviced by a licensed technician within the last year.
- Maintain a copy of the latest annual fire alarm testing and maintenance report on site.
- Maintain a copy of the latest fire sprinkler five year certification on site.
- Ensure all fixed fire extinguishing systems, such as kitchen hood and duct fire suppression systems, have been serviced by a licensed technician.
- Ensure all exit signs and emergency lights are functioning and have been properly maintained.
- Ensure all required exits are unobstructed and are equipped with proper hardware.
- Ensure address and suite numbers are clearly visible from the Fire Department approach.
- Maintain a minimum of thirty (30) inches of access width in front of electrical control panels.
- All sides of the building are free from weeds, trash, debris, or combustible storage.
- Compressed gas cylinders are properly secured to prevent cylinders from falling (i.e. chained or placed in approved stand)
- Provide two 24-hour emergency contact names and telephone numbers.

Name _____ Telephone # _____
 Name _____ Telephone # _____

This list is provided for your convenience.
 The requirements are MINIMAL and NOT to be considered as comprehensive. Additional items may
 need to be addressed at the time of inspection.

Please contact the Fire Chief at (605) 677-7097 if you have any questions