

COMMONLY ASKED QUESTIONS

- Q: As owner/manager am I required to schedule an appointment?
A: An appointment is not required. However, scheduling the inspection with the Fire Department ahead of time is recommended. This allows both you and your tenants to know when we will be at your property. This also keeps the inspection from seeming like a surprise.
- Q: How often will multi-family dwelling units be inspected by the Fire Department?
A: At least annually; however, all complaints received by the Fire Department are followed with a visit to the complex.
- Q: How long will owners/managers have to correct the violations identified during the inspection?
A: All violations are to be corrected immediately, but 10 working days will be given for compliance. There may be some exceptions to this depending on the life/safety severity of the violations. Smoke detectors must be maintained and operational at all times. Due to the seriousness of smoke detector violations, owners/managers must correct these violations immediately.
- Q: What will the Fire Department be inspecting?
A: Typically, a fire inspection includes, but is not limited to the following: smoke detector test, fire alarm test, fire extinguisher checks, heating appliance inspections, common area and over all grounds inspection, Fire Department access, water supply, and inspection of installed Fire Protection systems.
- Q: Does the owner/manager need to be present during the inspection?
A: Not necessarily; however, we highly recommend the owner or his/her designee walk with the Fire Department inspectors during the inspection outside of the rental units and in the common areas. There may be some violations that can be corrected during the inspection.
- Q: Does the owner/manager need to notify all the tenants of the pending inspection?
A: Yes, the California law **requires** owner/manager to notify **all** tenants in writing at least one week before the scheduled annual inspection. Please note the date of your inspection as stamped on the front of this packet. Notice should be given to tenants at least 1 week prior to the date (including any re-inspections).
- Q: Does the tenant need to be present during the inspection or can the owner/manager allow the Fire Department to enter individual quarters?
A: While it is not mandatory for tenants to be present at an inspection, ***the Fire Department will only enter units where the tenant is home and the tenant has given the inspector verbal consent to enter at that time.*** The Fire Department will only enter a unit, where the tenant is not present, if an Inspection Warrant has been issued by the Courts, and in this instance we will be assisted by a police

officer. Fire Department can only enter when a tenant over 18 years of age is present.

Q: What happens if a tenant is not home when the inspection occurs?

A: During the first inspection a door hangar (small yellow card) will be provided for each unit that is not inspected. The hangar will include information about how to contact the Fire Department for inspection. Tenants will be responsible for contacting the Fire Department to schedule an appointment for their inspection at a later date.

Q: What date will the inspection occur?

A: The inspection will occur approximately three weeks after your receipt of the letter. Please note the date given on the cover letter of this packet. The inspection will take place sometime during the WEEK of that date. Due to emergency complaints that may need immediate response, the exact date of the inspection is not known. If a particular day of the week is better for you and your representative please call (951) 413-3370 and request an appointment during that same week. We will gladly schedule your inspection for a specific date and time if you notify us in advance.

Q: What will occur if the violations are not corrected within the time period specified prior to the second inspection?

A: An Administrative Citation will be issued according to Moreno Valley Municipal Code, Chapter 1.10. Each unit where violations continue to exist, after a re-inspection has been conducted, is SUBJECT TO SEPARATE Administrative Citations. Additionally, each and every day the violations continue to exist, the Fire Department may issue additional Administrative Citations. The person receiving the citation is subject to a fine not exceeding \$100.00 for the first Administrative Citation issued during a 12-month period. Subsequent violations are subject up to \$500.00 per violation. The Fire Department may also issue a misdemeanor citation, which will require a court appearance by the owner of the property.

Q: What if the Fire Department determines there may be significant violations at the complex and all the units need to be inspected?

A: California Fire Code Section 104.3.1 requires the Fire Department to obtain an Inspection Warrant from the courts. Inspection Warrants allow the Fire Department/Code Compliance access to all apartments with or without the tenant present. This process can be completed in one day.

Q: Will there be a separate fee for the third and subsequent inspections?

A: Yes, this will be billed at the rate of up to \$457, as set by Resolution 2011-36.

Q: When will the fee for the inspection be due?

A: Once the initial inspection is completed an invoice will be sent by the Fire Department. The fee for the inspection will be based on Resolution 2011-36.