***→BUSINESS/PROPERTY OWNER COPY(Pages 1- 2)←***

The mission of the Haddon Township Bureau of Fire Prevention is to prevent fires and fire related injuries by enforcing the **(New Jersey Uniform Fire Code** & **International Fire Code-NJ Edition)** within Haddon Township. The primary responsibilities of the Bureau of Fire Prevention are:

**♣ Register & Inspect all structures/businesses within the Township, except owner-occupied residences, for compliance with fire safety codes.**

**♣ Inspect all homes for sale to ensure smoke detectors, carbon monoxide alarms, and fire extinguishers are installed and operating.**

**♣ Investigate all reported fires and explosions that occur within the Township.**

**♣ Issue permits for certain activities for which they are required.**

**♣ Conduct safety lectures and presentations.**

The Fire Official and all Fire Inspector(s) are required to undergo extensive training to become a Certified Fire Official and/or Fire Inspector by the New Jersey State Division of Fire Safety. Additional training is also attended throughout the year in order to keep certifications current. Fire Officials and Fire Inspector(s) are required to re-certify every three years.  
The Bureau of Fire Prevention is on call 24×7 for fire related emergencies in the Township. This office investigates all reported fires and explosions that involve loss of life, serious injury, destruction or damage to property. All fires that occur within the Township are reported to the National Fire Reporting System. This office also provides assistance to surrounding communities and mutual aid departments with investigating the cause of fires and fire code compliance.

**SELLING YOUR HOME**:  
Residents planning to sell or rent a home are required to apply and receive a Certificate of Smoke/CO Detector and Fire Extinguisher Compliance Certificate. This requires an inspection for smoke detectors, carbon monoxide detectors, and fire extinguishers. This inspection is also required for new tenants in non-owner occupied one and two family dwellings.  
Applications must be submitted prior to scheduling the appointment.

* **FIRE INSPECTIONS**:   
  **What to expect during a Fire Inspection:  
  The Inspector will introduce him/herself, present identification and inform you of the purpose of the visit- inspection, re-inspection or complaint inspection.**

The Inspector will ask you for any required paperwork such as business registration application, fire sprinkler and/or fire alarm system annual inspection certification report, etc.

The Inspector will then proceed to inspect the entire occupancy. A representative and/or the occupant is requested to accompany the Inspector. The representative should have keys or other methods to **access all areas to facilitate the inspection**. During the inspection, the Inspector may point out violations and corrective action requirements.

**The most common violations found are:**Exit and emergency lighting units not functional  
Exits/doors & Exitways blocked, locked, inaccessible, **Keyed locks not permitted**Fire extinguisher annual inspection & tag due  
Poor housekeeping, excess rubbish, trash  
Merchandise stacked too high, unstable piles, not orderly  
Improper use/or routing of extension cords, cannot be used for permanent wiring  
Fire doors chocked/blocked open  
Improper storage of propane  
Utility access blocked (gas meters, electrical panels, water & HVAC rooms)  
Commercial Range hoods & ducts not cleaned & Suppression system test/inspection certification

After the Inspection is complete you will receive a written report of any/all violations found and an “Order to Correct” notice. Normally you will have 30 days to correct all violations. In the case of certain serious violations you may be given a shorter time period, typically 15 days to correct the serious violation. If the violation is deemed to be an “Imminent Hazard” the premises may be closed down until the hazard is corrected. The Bureau will re-inspect on or about 30 days after issuance of the violation notice. It is expected that all violations will have been corrected at that time. **Failure to correct all violations may result in the issuance of a penalty $$$$.** If all violations have been corrected, a “Certificate of Satisfactory Compliance” will be issued.

**Please complete any/all forms, documentation or attachments & return to the Fire Marshal's Office.**

**Thank you for your understanding & cooperation**