

## FAQ: Compliance Guidance for Responsible Parties

This FAQ provides guidance to help Responsible Parties understand their obligations, roles, violations, and fines under the District's Progressive Enforcement and System Standards for Fire Safety Compliance Ordinance.

### Q1: What is the purpose of this ordinance?

**Answer:** The ordinance ensures Responsible Parties maintain fire protection systems (such as fire alarms, sprinklers, extinguishers, kitchen hood suppression systems, standpipe systems) and life safety features (such as occupancy limits, egress paths, exit signs) to protect lives and property through inspections, corrections, and enforcement by the Code Official.

### Q2: What are the Responsible Party's obligations?

**Answer:** The Responsible Party must:

**Hire** IROL-registered Service Providers to inspect, test, and maintain fire protection systems.

**Submit** and update emergency contact information within 10 calendar days (excluding Holidays) of changes.

**Install** a Knox Box for UCFPD access if notified, for properties with monitored fire alarms or sprinklers.

**Correct** fire safety Violations promptly to avoid fines or closure by the Code Official.

### Q3: Does the Responsible Party need to use IROL?

**Answer:** No, Service Providers use IROL to submit ITM reports. The Responsible Party must ensure its Service Provider is IROL-registered by requesting proof or contacting UCFPD. Unregistered Service Providers cannot perform ITM activities. The Responsible Party may request ITM reports or compliance status from their Service Provider or UCFPD.

### Q4: What happens if fire protection systems have violations?

**Answer:**

**Non-Critical Deficiencies:** IROL sends notices with a 60-day total correction period across the First and Second Notices (30 days each).

If a violation remains uncorrected after the Third Notice, the Code Official will issue a violation notice with a correction period of 1–10 days, excluding weekends and Holidays. If the violation persists, a fine of \$250 per violation plus a fine of \$50 per day will be imposed.

**Critical Deficiencies:** IROL sends a notice to the Responsible Party and a copy to the Service Provider. The Code Official issues a separate violation notice with a correction period of 1–10 days, excluding weekends and Holidays, determined by the issue’s severity (for example, 1–3 days for non-functional alarms).

If the violation remains uncorrected after the specified period, the Responsible Party may request an extension within five days, supported by documentation. If the extension is denied or the violation persists, the Code Official may impose a fine of \$500 per violation plus a fine of \$100 per day, and may order closure or a Fire Watch or other appropriate order.

#### **Q5: What are Non-Critical Deficiencies, Critical Deficiencies, and Impairments?**

**Answer:**

**Non-Critical Deficiencies:** Issues that do not immediately affect a fire protection system’s function but require correction within 60 days (NFPA 25; NFPA 1; NFPA 101). Examples include:

Missing or expired inspection tags on fire alarms, sprinklers, or extinguishers, if systems are functional (NFPA 72, NFPA 25, NFPA 10).

Incomplete records for kitchen hood suppression systems or cleaning, if operational (NFPA 96, NFPA 17A).

Minor grease residue in kitchen hoods, not impacting airflow or posing a fire risk (NFPA 96).

Missing signs for standpipes or fire pumps, if equipment works (NFPA 14, NFPA 25)

**Critical Deficiencies:** Issues that could prevent a system or building feature from working in an emergency, requiring correction within 1–10 days (NFPA 25; NFPA 1; NFPA 101). Examples include:

Non-functional fire alarm components (e.g., dead batteries, faulty detectors) (NFPA 72).

Obstructed sprinkler valves or heads, reducing water flow (NFPA 25).

Kitchen hood suppression system with clogged nozzles or low agent (NFPA 96, NFPA 17A).

Excessive grease buildup in kitchen hoods, creating a fire hazard (NFPA 96).

Empty or damaged fire extinguishers (NFPA 10).

Non-functional standpipe or fire pump (NFPA 14, NFPA 25).

**Impairments:** Inoperable systems requiring immediate action (such as a Fire Watch) (NFPA 25).  
Examples include:

Entire sprinkler system shut down (such as a closed main valve) (NFPA 25).

Non-operational fire pump (such as a power failure) (NFPA 25).

Disabled kitchen hood suppression system (such as a no agent) (NFPA 96).

Frozen or broken standpipe components (NFPA 14).

**Q6: What is a Fire Watch?**

**Answer:** If a fire alarm is inoperative for over 4 hours or a sprinkler system for over 10 hours in a 24-hour period, the Code Official requires the Responsible Party to arrange trained personnel to patrol continuously, at a frequency set by the Code Official, to monitor fire risks, at their expense, until the system is restored. UCFPD-supplied signs must be posted at entrances/exits, noting the inoperative system and emergency instructions to evacuate and call 911.

**Q7: What happens if a property is closed or work is stopped?**

**Answer:** The Code Official shall provide the required posting for violations. For critical violations, the Code Official may order the closure of the property or issue a Stop Work Order for unsafe activities, such as unpermitted construction. The Responsible Party is required to display signs detailing the violation and corrective actions and shall bear all costs associated with repairs or, if necessary, implement a Fire Watch.

**Q8: Can the Responsible Party appeal a fine or order?**

**Answer:** Yes, the Responsible Party may appeal to the UCFPD Board of Trustees within 15 calendar days (or 3 calendar days for urgent issues) by submitting a written appeal to the Fire Chief. Hearings occur within 30 calendar days (or 10 calendar days for expedited appeals), with decisions within 10 calendar days (excluding weekends and Holidays).

**Q9: How can the Responsible Party avoid fines?**

**Answer:** The Responsible Party should correct violations within notice periods, use IROL-registered Service Providers, install a Knox Box if required, and provide proof of repair efforts to the Code Official, who may waive first-time fines.

**Q10: How can the Responsible Party get help?**

**Answer:** The Responsible Party may contact UCFPD at 815-667-4113 or [fireprevention@uticafire.org](mailto:fireprevention@uticafire.org) or the Code Official contact information stated in notices or orders.