



# COLUSA FIRE DEPARTMENT

750 MARKET STREET, COLUSA, CALIFORNIA 95932  
OFFICE: (530)458-7721 FAX: (530)458-5883

Dear Business License Applicant

A business has a physical location in the City of Colusa shall obtain a fire clearance by the Fire Department prior to issuance of a business license. The authority to inspect facilities is vested with the Fire Chief in accordance to the following section of the California Fire Code.

**Section 103.3.1.1 Authority to Inspect:**

The fire prevention bureau shall inspect as often as necessary. Buildings and premises, including such other hazards or appliances designated by the Chief for the purpose of ascertaining and causing to be corrected any conditions which would reasonably tend to cause fire or contribute to its spread or any violation of the purpose of provisions of this code and of any other law or standard affecting safety.

This inspection is to help reduce the loss of life and property risks at your business by recognizing frequently over looked hazards that may attribute to the causes of fires and reduction of safety.

The application form shall be at the location when the inspection is conducted to be signed off for fire clearance. Please give at least 48 hours' notice prior to requested inspection time.

If you have any questions or to request a fire clearance inspection for your business license application, contact Fire Chief Logan Conley at the Fire Department, (530)458-7721

Your cooperation in this matter is greatly appreciated.

A handwritten signature in black ink that reads 'Logan Conley'.

Logan Conley  
Fire Chief



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## BUSINESS FIRE SAFETY CHECKLIST

### *Purpose*

The Colusa Fire Department feels it is important to provide appropriate information to help you eliminate common fire hazards and encourage fire safe work environments in all commercial, institutional occupancies. We want to keep your business, in business.

### *General*

- Emergency vehicles require access to your business without being obstructed by parked vehicles.
- Address of your property is clearly visible and legible from the street or road fronting the property. Minimum of 6" (inch) numbers on a contrasting background.
- Access to fire hydrants and other fire protection equipment not obstructed.
- Maintain a 3' (feet) area of clear space around fire hydrants. No parking of vehicles within 15' (feet) of fire hydrants.
- A 2 A—10 BC type of fire extinguisher installed on the wall and available within 75' (feet) of walking distance from any location within the occupancy and is readily visible and accessible. Top of the extinguisher shall be no higher than 5' (feet) From the floor and a sign indicating location, if not readily visible. (Additional Extinguishers may be required by the Fire Department on a case by case basis)
- Fire Extinguisher(s) are in operable condition and have been serviced and tagged by a state licensed technician
- You and all employees must be trained in the use of a fire extinguisher(s)
- Fire Extinguisher(s) must not be obstructed
- Extension cords are not affixed to structures, do not extend through walls, ceilings, floors or under doors or floor coverings or are subject to environmental or physical damage.
- Appliance cords are kept in good condition with no splices
- All Electrical switches, outlets, and boxes are covered
- Electrical Panel circuit breakers are properly labeled



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## *Housekeeping and Storage*

- A clear and unobstructed means of access with a minimum width of 30" (inches) and a minimum height of 78" (inches) is maintained between the electrical panel to an aisle or corridor
- No storage in electrical mechanical or boiler room.
- Repair all openings in fire resistive construction (walls and ceilings)
- An approved metal container with a tight-fitting cover is provided for oily rags and similar materials.
- Storage is a minimum of 24" (inches) below the ceiling in a building without fire sprinklers.
- Storage is a minimum of 18" (inches) below the ceiling in a building with fire sprinklers
- The area around the building is free of trash and combustible debris.
- The trash dumpster for your business is more than five feet (5') from the building exterior wall, roof overhang, or any opening like a door or window.
- No flammable/combustible liquids or other hazardous materials are utilized or stored within the occupancy. **EXCEPTION:** Cleaning supplies in limited amounts for building maintenance.
- Compressed gas cylinders must be secured to prevent being knocked over.
- Know how to turn gas supply to building.

## *Exits*

- Exit pathways, aisles, and corridors are not obstructed in any ways.
- There is no storage underneath exit stairs and combustibles at exit.
- Exit doors maintained in an operable condition at all times.
- Exit signs and exit illumination are in proper working order.
- Exit signs are installed when two or more exits are required or when exit way is not easily identified.
- Exit path is lighted when the building is occupied.
- Exit doors are able to be opened from the inside without the use of a key or any special knowledge or effort. They are not to be locked, chained, bolted, barred, or otherwise rendered unusable. **EXCEPTION:** Key locking hardware may be used on the main exit when it consists of a single door or a pair of doors, if there is a readily visible durable sign on or adjacent to the door stating, "THIS DOOR IS TO REMAIN UNLOCKED DURING BUSINESS HOURS" The letters shall not be less than one (1') inch high
- The unlatching of any exit door does not require more than one motion.



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## *Fire Protection Systems*

- All fire protection systems and appliances are in operating conditions at all times.
- Access to and clearance around the fire sprinkler riser is maintained.
- Quarterly visual inspections are performed on the automatic fire sprinkler system.
- The automatic fire sprinkler system has been serviced within the last five (5) years and a tag documenting the service is attached to the riser.
- The hood fire extinguisher system has been serviced within the last six (6) months and a tag documenting the service has been attached to the manual activation handle.
- A K-type fire extinguisher is installed within 30' (feet) of cooking equipment if there is a hood fire extinguishing system.
- Fire alarm systems have been tested and serviced within the last year.



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## FEE SCHEDULE

*Fees are payable to the City of Colusa*

### **Pre-Occupancy Commercial Inspections:**

Necessary prior to issuance of a fire safety clearance for any newly constructed or existing commercial or industrial building.

Up to 1,999 sq. ft.....	\$75.00
2,000 – 4,000 sq. ft.....	\$100.00
5,000 – 9,000 sq. ft.....	\$150.00
10,000 sq. ft. & up.....	\$200.00

### **Pre – occupancy Residential Inspections:**

Necessary prior to issuance of a fire safety clearance for any newly constructed or existing residence.

Single Family Dwelling.....	\$50.00
Apartments.....	\$50.00 + \$5.00 per unit

### **Special Fire Prevention Bureau Permits:**

Required pursuant to Article 4 of the Uniform Fire Code. Includes any necessary on-site inspections.

\$50.00 per permit

### **Specialty Plan Review:**

**MUST** be checked and approved prior to any construction. Projects may be subject to contractual plan reviews, and if so, fee may vary per review.

Fire Alarm System.....	\$100.00	Specialized Fire Protection or	
Compressed Gas installation.....	\$60.00	Detection System.....	\$100.00
Liquefied Petroleum Gas.....	\$100.00	Standpipe system –	
Medical Gas System.....	\$100.00	Wet/Dry Horizontal.....	\$100.00
On-Site Hydrant System.....	\$80.00	Paint Spray Booth.....	\$100.00
On-Site Access Way.....	\$50.00		
Flammable/Combustible Liquid Tank.....	\$100.00		

### **Automatic Sprinkler System**

Commercial / Industrial:

Riser.....	\$200.00
Per Head.....	\$0.50

Residential:

Riser.....	\$200.00
Per Head.....	\$0.50



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## COLUSA FIRE DEPARTMENT FEE SCHEDULE (CONT.)

### **Fire Clearance for State / County Requirements:**

Annual or one-time inspections mandated by the State or County.

Care Facilities.....	\$50.00
Hospital:	
Occupants (0-99).....	\$100.00
Occupants (100-249).....	\$175.00
Detention Facilities:	
Jails (0-49).....	\$100.00
Jails (50-100).....	\$150.00
Nursery Schools/Day Care.....	\$50.00
Family Day Care.....	\$20.00
(Annual)Schools: Private/Public Elementary/High School; Life Safety Permit and Process Fees, Including On-Site Inspection.....	\$100.00

### **Fire Department Incident Reports:**

Cost of acquiring copy of a report for any incident. Request form **MUST** be completed and approved prior to issuance of any copies.

Structure Fire Damage	
Excess of \$1,000.....	\$20.00
Less than \$1,000.....	\$15.00
Vehicle Fire.....	\$15.00
Grass/Vegetation Fire.....	\$10.00
Arson Caused Fire.....	\$10.00 (in addition to regular Fire Report charges)
Emergency Medical Services.....	\$10.00
Hazardous Materials Incident.....	\$15.00
All Other Reports.....	\$10.00