

Business Name
Business Address
CITY, STATE ZIP



February 12, 2012

Office of the Fire Chief

Lyndon Fire and Rescue is committed to the safety and security of our local businesses. The International Fire Code requires periodic inspections of all businesses to assure the safety of business owners along with their employees, visitors and customers. Customarily, this would require the department to visit your business and inspect your property to assure compliance. Due to the large number of businesses Lyndon Fire and Rescue is required to inspect and the limited personnel to conduct these inspections, the department has developed a low cost option (a savings of \$40 to \$50---please see below) for those businesses that use the Self-Inspection program.

SELF INSPECTION

Your business has been identified as a low fire and occupancy risk and as such you qualify for the Self Inspection program. This program allows Lyndon Fire and Rescue to assure your compliance with the fire code, but allows you to perform the inspection (under the guidance of a certified inspection checklist) with the added benefit of reducing the inspection cost for your business. This mailing contains detailed instructions and a checklist for completing your inspection. If you are uncomfortable or unwilling to conduct your inspection please opt out of the Self Inspection program and you will be transferred to the full inspection program at a cost of \$100 instead of the Self-Inspection fee of \$60 (you may opt out by going to www.selfinspect.com and following the instructions). To assure Self Inspections are in compliance with the Fire Code, Lyndon Fire and Rescue is required to randomly select fully completed Self Inspections for full inspections (at no additional cost to the selected businesses).

Performing the Self Inspection is not complicated. Detailed instructions are provided on the back side of this page for you to complete the attached Inspection Form as you walk your premises and record the needed responses. The process should only take a few minutes and will help you understand potential safety concerns in your facility. The inspection is for your space only and does not include any common area or space shared with other tenants or building owners. Lyndon Fire and Rescue has selected Fire Recovery USA to administer the Self Inspection program through a proprietary website called www.selfinspect.com. After your inspection walk around is completed please log on to this website with your personal user name and password (see the back of this form) so you may enter your inspection results into their system. As a note of caution, it will do no good to enter a "NO" as a response as the system will not allow you to complete a failed inspection. It is your responsibility to achieve compliance, regardless of whether a failed item is your responsibility or your landlord's. As such, you are given 30 days to comply and file your inspection.

In the spirit of being "Green", we are striving to reduce the number of paper items we process in the normal course of business. Therefore, for those filing their self inspection through the website the inspection fee will be further reduced to \$50. For those who elect to file their inspections by mail they can do so by mailing their completed inspection and a check for \$60 to Fire Recovery USA to cover the additional processing costs. Upon Fire Recovery USA's receipt of the fully completed Self Inspection form and payment, a Fire Inspection Certificate will be downloadable from the website to print and post in your office.

Each item on the Fire Inspection Form must be verified as being in compliance or repaired prior to submitting the form. This Fire Inspection Form is not all-inclusive. In addition to the items listed on the Fire Inspection Form, it is both the property owner's and occupant's responsibility to ensure compliance with all other applicable codes within their space. All violations must be reported to Lyndon Fire and Rescue.

Tenants and / or occupants of the space identified acknowledge by submitting the form all items addressed were in compliance at the time of inspection. Please be advised owners and tenants may be held liable for any damage that occurs as a result of noncompliance as well as for any fines and additional fees.

ONLINE INSTRUCTIONS

For completing and filing an online inspection for a total of \$50, follow these instructions...

Please fully complete the first box of information on the enclosed Inspection Form that identifies your business and contact information. Please read each question on the Self Inspection form carefully and by touring your facility mark the appropriate box for your response.

Please log on to the website www.selfinspect.com and enter your user name and password provided below:

Account # 000000000

Inspection # 00000000

Please follow the instructions on the website for entering the responses from your Inspection Form and submitting your payment.

If you do not feel comfortable performing your own inspection please follow the instructions on the web site to request a standard inspection of your business by Lyndon Fire and Rescue.

MAILING INSTRUCTIONS

For completing and filing a mail in inspection for a total of \$60 follow these instructions...

Fully complete the first box of information that identifies your business and contact information. Please write clearly and legibly with a dark pen.

If you do not feel comfortable performing your own inspection please mark the next box on the Fire Inspection Form to request a standard inspection of your business by Lyndon Fire and Rescue. Mail the form to Fire Recovery USA at the address provided and your business will be subject to an inspection at the full fee of \$100.

Please read each question on the Self Inspection form carefully and then mark the appropriate box for your response. Once completed and PASSED detach the form provided below, enclose your fully completed Self Inspection form and mail it with your check for \$60 to Fire Recovery USA at the address provided below. You will be contacted only if you have failed the self-inspection. Please allow a few days for processing and then you can log on to the website at www.selfinspect.com using the User name and Password provided above and print your Fire Inspection Certificate of Compliance and post on your wall in your place of business.

The inspection must be completed on line or by mail not more than 30 days from the date of this notice. **If not returned within the specified time period, your business will be automatically referred to the fire department for an onsite inspection and additional fees will apply.**

Thank you for your cooperation and assistance in making our Self-Inspection Program a success.

Questions or Concerns Call (888) 640-7222

(If paying by mail please cut on the dotted line and enclose with your check)

Lyndon Fire Protection District
Self Inspection Invoice

Account # 000000000

Inspection # 0000000000

Please detach this and mail with a check to:
Fire Recovery USA, LLC
2271 Lava Ridge Court, STE 120
Roseville, CA 95661
Tax ID: 26-2305306

Self Inspection Fee: \$60.00