



January 19, 2007

Dear Business Owner,

On January 8, 2007, the Mesa City Council approved and signed a new ordinance and resolution that will affect your business. The new ordinance and resolution will become effective beginning February 8, 2007. The ordinance and resolution make two significant changes to the way businesses operate within the City and are designed to ensure for the safety of your business and our community. The new ordinance requires that all businesses obtain an annual Fire Safety Operational Permit (FSOP) for each business location, while the new resolution allows the Fire Department to charge fees for the fire safety inspections we conduct periodically at businesses within the City of Mesa. The new ordinance and resolution do not apply to home-based businesses.

The Fire Safety Operational Permit process will consist of the Fire Department sending out a business operations questionnaire every year to each business location. Included with this questionnaire will be a self-inspection form and any other valuable business information that we are able to offer. The business is required to complete and return the questionnaire, along with a \$15 permit fee, in the envelope provided by the City. The important information provided from the questionnaire will be input into our public safety dispatch system for emergency and other police and fire responses. Additionally, the information will be shared with other City departments to improve overall customer service by ensuring accurate business records. Any new business opening within the City of Mesa will be required to obtain a Fire Safety Operational Permit prior to opening.

The fee for fire safety inspection services will be based on the type of business being conducted at each location. Businesses will be categorized as high, medium, or low risk, based on the number of people present, the use of hazardous chemicals or processes, the size and complexity of the structure, and other pertinent life safety factors. High-risk occupancies will be charged \$250 for each annual inspection, as well as an additional \$200 if the business is larger than 12,000 square feet. Medium-risk occupancies will be charged \$150 for each inspection, but under regular circumstances will only be scheduled for an inspection on an every other year basis. Low-risk businesses will not be charged an inspection fee, as they will only be receiving the self-inspection form in the FSOP package and not regularly scheduled for a site inspection. Additionally, the Fire Department will charge a \$50 fee for each inspection follow-up beginning with the third site visit. As a general guide for how your business will be classified, please use the enclosed "Business Risk Categorization" form. Please remember this is only a guide. We will consider many factors to determine which risk category best fits your business.

The City's main objective in establishing this new fee structure is to improve the quality of life in our City, by providing the funding necessary to adequately staff our Fire Prevention Bureau with highly trained fire inspectors. These fire inspectors will be working diligently to educate business owners as to proper fire prevention safety methods, and to ensure that businesses are operating within Mesa's fire and building codes. This will most certainly assist in increasing the safety, longevity, and prosperity of our businesses and our community.

We will begin the process of implementing the Fire Safety Operational Permit, as well as the fees for fire safety inspections in February 2007. While this is a significant change for our City, we will work meticulously to minimize any complications during the implementation of this program. **Fire Department personnel will be conducting a public presentation on February 22, 2007, at 5:30 p.m. and will be available to answer your questions.** The meeting will be held at the City of Mesa Public Safety Training Facility, located at 3260 N. 40<sup>th</sup> Street. Please see enclosed map for directions. We appreciate your support as we work together towards providing for a safer community. Please visit our website at [www.cityofmesa.org](http://www.cityofmesa.org) or call 480-644-2632 for more information.

Sincerely,

A handwritten signature in black ink that reads "Bob Horn". The signature is written in a cursive, flowing style.

Bob Horn, Fire Marshal

enc. 2