



NAPA FIRE DEPARTMENT  
FIRE PREVENTION DIVISION  
1600 First Street, Napa, CA 94559  
707- 257-9590

**Notification of Required Fire Watch**

<b><u>Business Address:</u></b>	<b><u>Phone:</u></b>
<b><u>Business Representative:</u></b>	<b><u>Date(s) &amp; Time(s) of Fire Watch:</u></b>
<b><u>Name of Fire Watch Company:</u></b>	<b><u>Phone:</u></b>

In accordance with **Sections 403.11.1** and **901.7** of the California Fire Code, a fire watch of your business and/or building is required by the fire code official. A fire watch is not intended to be a long-term solution for impairments or alterations of Fire and Life safety systems. Failure to comply with any of the listed fire watch requirements outlined below may lead to administrative penalties. Any continued violations of fire watch orders may require a change in fire watch companies. At the fire code official’s discretion, the requirement of a fire watch shall only be terminated in writing and all transmitted information shall be in letterhead format with contact information available.

All individuals and companies who serve as fire watch personnel shall comply with the following:

1. Shall be qualified individuals approved by the fire code official or be from an independent, state bonded and insured security service.
2. Shall be subject to the orders of the fire code official or their authorized agent at all times.
3. Shall not be required or permitted to perform any other duties while assigned to fire watch.
4. Shall conduct hourly patrols of all floors and common areas while performing duties shown below:
  - a) Keep a diligent watch for fires, obstructions to means of egress and other hazards.
  - b) Take prompt measures for remediation of hazards and extinguishment of fires that occur.
  - c) Take prompt measures to assist in the evacuation of the public from the structures.
  - d) Shall accomplish notification (i.e., alarm device) of all occupants in the event of emergency.
  - e) Shall summon emergency services upon discovery of a fire or emergency by contacting 911.
5. Fire watch personnel shall keep a formal written log for each (24) hour period complying with all the following:
  - a) Shall be on the same single sheet of paper in chronological order.
  - b) Shall indicate each patrol route, times, general observations, and any reportable information.
  - c) Shall be signed by each person serving as fire watch personnel during the corresponding time.
  - d) Shall be submitted to the fire code official within (24) hours of fire watch completion.
  - e) Submit completed fire watch documents to [firepreventiondivision@cityofnapa.org](mailto:firepreventiondivision@cityofnapa.org)

**By signing below, you are accepting responsibility for ensuring conformance with the California Fire Code and all related requirements as set forth in this document.**

**Business Representative Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Be advised:** This completed and signed document shall be submitted to [firepreventiondivision@cityofnapa.org](mailto:firepreventiondivision@cityofnapa.org) a minimum of (24) hours in advance of commencing fire watch.

