



## Fire Department

To Property and Business Owner,

The Napa Fire Department is committed to ensuring the Fire, Life and Health Safety of all local businesses, their customers, guests and employees. In response to the Covid-19 pandemic, the Napa Fire Department recognizes that businesses and their staff are concerned about exposure to the virus. The Napa Fire Department shares this concern. Therefore, as a mitigation measure, a temporary self-inspection program is being implemented as an alternative means of satisfying the annual fire inspection requirement.

The self-inspection program allows the business owner or the owner's designated representative to conduct the required annual fire inspection of the property. Performing the self-inspection will help mitigate exposure risks related to the Covid-19 virus and will also benefit business owners and their representatives by providing education regarding Fire and Life Safety requirements. For more information, please review the Frequently Asked Questions section of this letter.

To begin the self-inspection program process, visit our website at [www.cityofnapa.org](http://www.cityofnapa.org) and complete the self-inspection packet.

Thank you in advance for your cooperation and commitment to Fire, Life and Health Safety.

A handwritten signature in blue ink, appearing to read "G. Fortune".

**Gregory Fortune**  
**Fire Marshal**  
**Napa Fire Department**

## **FREQUENTLY ASKED QUESTIONS**

### **Why did I receive this self-inspection notice from the Napa Fire Department?**

As a result of the Covid-19 pandemic and in order to mitigate exposure risk, the Napa Fire Department has implemented a self-inspection program.

### **Who is allowed to conduct the self-inspection of my property or business?**

The property owner or the owner's designated representative are allowed to conduct and complete the online self-inspection packet. **Be advised:** The individual that conducts the physical self-inspection shall be the same person who completes and signs the self-inspection form.

### **Is there a fee associated with the self-inspection program?**

Yes, once your self-inspection packet demonstrating compliance has been received and verified by a fire inspector, you will be billed a fee totaling **\$113.90**. **Be advised:** Additional fees will be assessed for properties that are deemed not compliant upon return of the self-inspection packet. Therefore, to avoid additional fees, please make sure your self-inspection packet reflects compliance and is complete before submitting.

### **What should I do if the self-inspection reveals my property is not compliant?**

You shall correct the found deficiencies or enlist the services of a qualified technician who can make the needed corrections to bring your property into compliance. Only self-inspection forms with no marked deficiencies will be accepted. If a correction is required, make the repairs and update the self-inspection form before attaching it to the online packet for submittal.

### **Is there a deadline in which the self-inspection must be completed?**

Yes, the self-inspection packet including all required service reports demonstrating compliance shall be submitted within (30) calendar days from the date in which the self-inspection packet was received.

## **If I need more time to complete the self-inspection, can I request an extension?**

Yes, for an extension please email Fire Inspector Brandon Veyna at [bveyna@cityofnapa.org](mailto:bveyna@cityofnapa.org), Fire Inspector Jose Valenzuela at [jvalenzuela@cityofnapa.org](mailto:jvalenzuela@cityofnapa.org) and Omar Galvan at [ogalvan@cityofnapa.org](mailto:ogalvan@cityofnapa.org).

## **How do I conduct the self-inspection?**

- 1 . Go online to [www.cityofnapa.org](http://www.cityofnapa.org) to access the online self-inspection packet.
- 2 . Take a moment to review the contents of the self-inspection packet and access the self-inspection form. The form can be filled out physically or digitally but must be saved before uploading online.
- 3 . Fill out all fields found at the top section of the self-inspection form.
- 4 . Using the self-inspection form as your guide, start the inspection from the exterior of the building then continue to the interior of the building.
- 5 . As you walk (inspect) the exterior and interior areas of the building, carefully read and answer each question by marking the appropriate corresponding box. Be advised that “N/A” means the item is not applicable to your property.
- 6 . Make sure you have answered each question on the self-inspection form. If any of the form items have received a “No” response, those items are considered deficiencies and shall be corrected. Once the correction of the noted deficiency has been completed, you can change the answer to “Yes” on the form. Only change the form when the deficiency has been corrected.
- 7 . Once you have completed the self-inspection form, legibly print or type your name, sign your name, input your title and the date in which the inspection was completed.
- 8 . Obtain the required and compliant NFPA and SFM reports listed in the packet. Service reports shall be obtained from the qualified contractor who serviced the system. The report shall demonstrate compliance and the report shall conform to the informational and formatting requirements of the applicable NFPA standard.
- 9 . After the self-inspection form has been completed and all service reports have been obtained, upload everything to the online self-inspection packet and submit. After clicking the submittal button, your information will be sent to the Napa Fire Prevention Division for review.