

## Mission Statement

The mission of the Fire Prevention and Administrative Services Bureau is to prevent injury to people and prevent damage to the natural and built environment within the City of Pasadena. We use a customer-centered approach to public-education, plan review, code development, and inspection, which is designed to prevent harm to our community. We support the success of all Department employees through sound financial practices, staff support and personnel services.

The Fire Prevention Inspections Program is part of our comprehensive services, which include emergency fire response, paramedics, urban search and rescue, building plan check, fire investigation, hazardous materials regulation, emergency preparedness, youth safety programs and volunteer services. Please contact our Administration Office or log onto our website at [www.cityofpasadena.net/fire/](http://www.cityofpasadena.net/fire/) for information about these and other City services.

*“Desire To Serve -  
Courage To Act”*

## Who to contact?

Emergency Response..... 9-1-1

Fire Prevention ..... 626-744-4668

Public Education..... 626-744-4675

## Useful Links

### Pasadena Fire Department

<http://cityofpasadena.net/fire/>

### Planning and Development Permit Center

<http://cityofpasadena.net/permitcenter/>

### California Uniform Building and Fire Codes

[http://www.bsc.ca.gov/title\\_24.html](http://www.bsc.ca.gov/title_24.html)



### Pasadena Fire Department

199 South Los Robles Avenue, #550  
Pasadena, California 91101-2458

Fax: 626-585-9466  
[www.cityofpasadena.net/fire/](http://www.cityofpasadena.net/fire/)



**Pasadena  
Fire  
Department**

# Fire Prevention Inspection Services

The Pasadena Fire Department conducts annual inspections of public buildings to ensure a safe environment for workers, visitors and residents of public facilities. Professionally trained inspectors arrange their visits by geographic area or, in some cases, by setting appointments in advance with the business or building owner when necessary..

The types of facilities that are regularly inspected include, but are not limited to:

**Assembly (A)** – Social halls, theaters, stadiums, and amusement park structures

**Business (B)** – Non high-rise office buildings, restaurants with seating less for than 50, car washes, laundry and dry cleaning, civic centers, and colleges

**Educational (E)** – Day care, and educational facilities up to the 12th grade

**Institutional (I)** – Hospitals, nursing homes, full-time child care, jails and reform facilities

**Mercantile (M)** – Department and drug stores, markets, wholesale and retail stores, sales rooms, and shopping centers

**Residential (R)** - Hotels/motels, apartment complexes, and residential care facilities



Pasadena Fire Inspectors

## What conditions are inspected?

The Pasadena Fire Department applies standard fire and building codes, which are annually reviewed and adopted by the City. Fire prevention inspections are designed to proactively reduce the likelihood of injury and loss by checking for conditions relating to safe access and exiting, fire suppression systems, storage areas, hazardous materials, electrical systems, mechanical equipment, building construction and exterior vegetation.

The City's website provides sample inspection forms as well as links to current fire and building codes used by Fire Prevention Inspectors. These standards and checklists can be valuable tools to building owners and business operators in taking a proactive approach to fire safety.

***Some specific conditions that inspectors look for include:*** accessibility to the facility for emergency response vehicles; posted emergency exiting plan; appropriate fire extinguishers and fire/smoke alarm systems; properly lighted and unimpeded exits; ADA compliance (wheelchair access, aisle widths, restrooms, etc.); stable public seating structures; safe storage of flammable materials; absence of excessive rubbish; safe electrical wiring and fixtures; proper use of extension cords; safe mechanical and heating equipment with proper separation; safe food preparation equipment including venting and grease hoods where appropriate; and exterior brush and landscaping that does not present a fire hazard.



Inspecting fire extinguisher

## What if my building doesn't pass the inspection or violations are found?

At the conclusion of the inspection, the Fire Prevention Inspector will provide a copy of the



Uncovered electrical outlet violation

completed inspection form to the building owner or business representative. If deficiencies are found, the form will specify the corrections needed, and will establish a reasonable time allowed to comply, depending on the nature and severity of the violation (typically 30 days), unless it is a serious life-safety hazard.

After the time has passed to take corrective action, the Fire Prevention Inspector will re-inspect the property to make sure the hazardous conditions no longer exist. The Pasadena Fire Department Inspector will advise property owners and operators on how to achieve compliance, and will look for good faith progress toward compliance. Lack of progress, however, can lead to a written warning from the Fire

## Is there a fee for the inspection?

To help defray the cost of inspection services, the City applies the standard building inspection fee to fire prevention inspections. The hourly rate is established each year by the City.