



BOARD OF COUNTY COMMISSIONERS DEPARTMENT OF FIRE RESCUE

3600 W. Sovereign Path – Suite 291
Lecanto, Florida 34461

Phone (352) 527-5406 — Fax (352) 527-5404 — TTY (352) 527-5312

Dear Citrus County Small Business Office owner/occupant:

Most small business offices do not pose a **significant** fire or life safety hazard. However, it is still necessary for a fire and life safety inspection. If you would like to participate in our pilot Fire Safety Self-Inspection program, your business occupies less than 3,000 square feet AND it is primarily an office for doctors, dentists, attorneys, small businesses, insurance agents, real estate brokers/agents, most banks, veterinary clinics, etc., please fill out the form below.

The intent of the program is to provide a basic knowledge and the forms to perform your own fire safety inspection. The Self-Inspection Report has been designed with the average person in mind. However, there may be some terms, questions or requirements that you may not be familiar with or recognize. Please, do not hesitate to contact the Department of Fire Rescue Fire Marshal's Office for clarification or for any on-site assistance. Most questions may be answered over the telephone.

The Self-Inspection Report may be mailed, delivered or facsimile to the Fire Marshal's Office at:

Citrus County Fire Marshal's Office
3600 W. Sovereign Path
Lecanto, Florida 34461
Office (352)527-5407
Facsimile (352)527-5404

Thank you in advance for your participation in our Small Business Self-Inspection Program. Please be aware that the completing of the form does not prevent an on-site fire and life safety inspection by a Citrus County Fire Rescue Fire Inspector. Also, it is NOT to be used in lieu of a Florida Statute or Code REQUIRED fire and life safety inspection. If an "official" Fire Safety Inspection must be performed and your facility is located in Citrus County, contact us at the above listed address and telephone number.

Sincerely,
Kenneth R. Clamer
Assistant Fire Chief
kenneth.clamer@bocc.citrus.fl.us

CITRUS COUNTY FIRE RESCUE
SELF INSPECTION REPORT

3600 W. Sovereign Path, Lecanto, FL 34461
Office (352)527-5407 * Facsimile (352)527-5404

Business Name

Telephone Number

Business Mailing Address

Business Physical Address

Owner/Manager

Emergency Telephone No.

Owner/Manager Signature

Date

- A. The person with the highest authority or their designee should conduct the inspection and check the appropriate boxes.
- B. After completing the form, please sign, date and return it to the Fire Marshal's Office at 3600 W. Sovereign Path, Lecanto, FL 34461 by mail or facsimile to (352) 527-5404.
- C. All **No** answers must be corrected and identified as corrected in the Comments section of the report.
- D. If you need assistance or have any questions, call Fire Rescue Fire Marshal's Office at (352) 527-5407.

GENERAL INFORMATION AND HOUSEKEEPING

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is your address visible from the street with at least 4" contrasting letters?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has your heating or a/c filters been replaced or cleaned within the last month?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are empty boxes and other trash removed from the building regularly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all storage rooms and areas organized and neatly kept?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all hallways, corridors and stairways free of trash and other materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are flammable liquids stored in buildings away from the building or in fire rated rooms or cabinets?

FIRE EXTINGUISHERS

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a fire extinguisher (minimum 2A10BC rating) for every 3,000 square feet of tenant space and no area further than 75' from a fire extinguisher?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a licensed fire extinguisher company inspected all fire extinguishers within the last 12 months?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are the fire extinguishers mounted on the wall no higher than 5' from the floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all fire extinguishers visible and accessible?

