

**Fire Prevention Bureau & Community Outreach Branch**

John Brennan
Fire Captain

Keith N. Gautreau
Assistant Fire Chief

David Petruccelli
Fire Captain

REQUEST FOR INSPECTION

May 10, 2017

MARGARET HILLMAN LIVING TRUST
9 WILLIS ST
PORTLAND ME 04101

RE: **9 WILLIS ST**
CBL: **015 C013001**

Dear Owner or Manager,

The City of Portland Fire Department requires routine inspections of multi-unit residential and commercial properties to ensure compliance with the fire and life safety codes. The above-referenced property is due for a routine fire inspection within the next two months.

You, as owner or agent for the above property, must contact the Fire Prevention Bureau at **207-874-8400** no later than **May 31, 2017** to schedule an inspection.

Inspection appointments are available Monday through Friday between **9:00 a.m.** and **4:30 p.m.** and will be conducted by a fire inspector.

- You or your agent must be present for the inspection and must allow the inspector access to all living or business units, as well as any common areas, basements, and/or attic space.
- Please ensure that all of your tenants receive appropriate advance notice.
- If fail to keep your requested appointment, cancel your appointment with less than 24-hours notice, or do not allow the inspector access to all areas of the building, you may be charged a civil penalty of \$150.00.

If I do not hear from you by **May 31, 2017**, I will consider it a refusal to allow an inspection, which is a violation of the City of Portland Code of Ordinances and state law, and is subject to civil penalties, potential legal action, and other remedies.

I appreciate your cooperation and your efforts to keep Portland residents and businesses safe.

Sincerely,

Captain David Petruccelli



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Items Commonly Examined During Inspections

The fire inspector will conduct a thorough inspection to ensure satisfactory life safety conditions on your property. The conditions to be reviewed include, but are not limited to:

- Condition of exits including stairwells and fire escapes
- Interior finish – type and condition of walls and ceilings
- Condition of basement
- Operation of exit doors
- Rating and operation of fire doors - self closing and latching
- Emergency lighting
- Exit signs
- Smoke alarms and CO alarms
- Components of fire-resistive construction
- Grills on balconies
- Proper addressing of the building
- Proper addressing of the units
- Building exit discharge areas
- Fire alarm inspection sticker
- Smoke detectors/heat detectors
- Records for fire alarm and fire protection systems