



## Fire Code Violation Process Standard

### Standard

Richland Municipal Code Title 20  
2018 International Fire Code, Section 106.4 and 109

### Practice

After at least 60 days past due for fire protection systems testing, or at least two site-visit inspections for fire code violations, the following process may be used.

1. **Send a Correction Notice** to the property owner, business manager or the authorized agent - certified and regular mail with copy of the RMC and the Standards and Process letter. Allow a minimum of 21 days for compliance.
2. If no correction, **Issue a Notice of Civil Violation** to the property owner, business manager or authorized agent – certified and regular mail. Attach the previous Correction Notice, if any, to letter
3. If no correction, **Notify the Code Enforcement Board** (CEB) one week before the CEB meeting to be placed on the agenda
4. **Attend the CEB meeting** to present the case before the Board
5. **Confirm violation correction;** if no compliance send back to CEB
6. If no compliance after second CEB action, consider a **criminal citation**

### Guide

As determined by the Fire Code Official, fire violations with an immediate life threat are not part of this process.

If, in the opinion of the Fire Code Official, correction progress is being made, timelines may be extended.

If the owner of a property, or properties, is overdue more than once regarding fire protection equipment testing, or have the same or similar, reoccurring fire code violations, and the first and only contact from the City of Richland may be a Notice of Civil Violation.

A tenant that receives a notice is responsible for correction.

Letters generated by Tegriss Inc. are a courtesy notice. The property owner is solely responsible for the timely testing of fire protection devices and correcting deficiencies.