



RUSSELLVILLE FIRE DEPARTMENT  
POLICY MANUAL

Policy Number:  
Section:  
Original Date:  
Revised Date:

**PURPOSE**

The purpose of this policy is to ensure communication between general contractors and the Fire, Building & Safety Division during phases of construction for new projects and remodels, with regular site visits and inspections. Quality communication from both parties ensures a smooth and systematic process and should alleviate most grievances throughout the phases of construction, inspections and acceptance testing.

**POLICY**

Members of the Fire, Building & Safety Division shall conduct site visits to new construction sites and remodels on a regular basis.

Site visits include visits to assess job progress and regularly scheduled inspections of systems, services or components.

Contact shall be made with the general contractor or his/her representative prior to each visit to ensure convenience to the general contractor or subcontractors.

The general contractor or his/her representative should accompany the Division member or inspector for the duration of the visit.

Discrepancies or Change Orders: Periodically, following construction permitting and once construction has commenced, additional requirements may be determined or identified in order to meet the requirements of the code. Discrepancies or change orders that affect any work within the scope of the Fire, Building & Safety Division, shall be communicated immediately to the general contractor. These discrepancies or change orders may initiate from the Design Professional and/or the Division. This will alleviate delays in construction and ensure all state/local requirements are being met.

Approved

Fire Chief