

# LONGMONT FIRE DEPARTMENT

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Dear Longmont Business Owner/Manager:

Effective in 2011, the Longmont Fire Department (LFD) started a new program for fire safety business self-inspections (BS-I). Your business has been assessed as one having a lower fire risk and your premises deemed eligible for participation in this program. We believe this new program will provide a valuable opportunity for the Longmont Fire Department to collaborate with the business community in fire and life safety.

Self-Inspection packets are provided to initiate the annual fire safety assessment and includes this cover letter and a "Self-Inspection Checklist" (SI-C) form. Please take the time to promptly survey your premises and complete the SI-C form in its entirety by marking the appropriate response selection (Yes, No or N/A) for each question and then signing on the signature line. Within 30 days of the packet postal date, completed checklists are to be forwarded to the Fire Department by one of three means:

- 1) Filling out the SI-C electronically through the Longmont Fire Department web page: [www.ci.longmont.co.us/fire/](http://www.ci.longmont.co.us/fire/), select "Fire Code", and then "Business Self-Inspection". When finished with the web assessment form and prior to submitting the inspection form to the Fire Department, you may print the populated screen to retain a copy for your office records.
- 2) SI-Cs may be faxed to (303)774-4682.
- 3) Directly mailed to the LFD Fire Prevention, 225 Kimbark Street, Longmont, CO 80501.

Checklists not returned to the Fire Department by the 30 day due date will activate further contact by LFD personnel to coordinate a future fire safety inspection.

Should you have questions about the program, need assistance in completing forms or solicit clarification regarding the "Business Self- Inspection Checklist" please contact Mike Selan at (303)651-8833 or by email at [mike.selan@ci.longmont.co.us](mailto:mike.selan@ci.longmont.co.us) or contact Captain Michele Goldman at (303)651-8426 or by email at [michele.goldman@ci.longmont.co.us](mailto:michele.goldman@ci.longmont.co.us). Additional information may be obtained at [www.ci.longmont.co.us/fire](http://www.ci.longmont.co.us/fire) , select "Fire Code", and then "Business Self-Inspections".

We anticipate this program to make efficient use of time and resources for both local business owners and the City of Longmont. We appreciate your efforts in exploring this new option and welcome your feedback.

