

# LONGMONT DEPARTMENT OF PUBLIC SAFETY

Safety & Justice Center, 225 Kimbark Street, Longmont, Colorado 80501



## *Longmont Police, Fire, Communications & Emergency Management*

Police Information 303-651-8555 ■ Fire Information 303-651-8437

9-1-1 Emergency Communications Center 303-651-8501

Office of Emergency Management 303-651-8438

February 13, 2018

Dear Longmont Business Owner/Manager:

Your business has been assessed as one having a lower fire risk and therefore deemed eligible for participation in the Business Self-Inspection (BS-I) program. The program was introduced by the Fire Codes and Planning Unit several years ago and has since demonstrated a valuable collaboration with the business community. We purpose this program to fire safety in efficient use of time and resources for both local business owners and the City of Longmont.

Your inspection checklist is enclosed. Please take the time to promptly read and complete this 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 this packet postal date, completed checklists are to be forwarded to Longmont Fire Services** by one of four means:

- File electronically through the Longmont Fire Services Division web page: [www.longmontcolorado.gov](http://www.longmontcolorado.gov), select the “Departments” tab and then select “Public Safety Department.” From the left side of the screen, select Divisions—Fire Services Division—Codes and Planning—Business Self Inspection. You can also use the search bar from the main web page by typing in “Business Self Inspection.” Prior to submitting the form, you may print the populated screen for your records.
- Scan/email manually completed forms to [rose.gracie@longmontcolorado.gov](mailto:rose.gracie@longmontcolorado.gov)
- Fax manually completed forms to 303-774-4682
- Mail manually completed forms to Fire Services Division, Fire Codes and Planning, 225 Kimbark Street, Longmont, CO 80501.

Checklists not returned by the last day of the mailing month will activate further contact by the Fire Codes and Planning Section.

Should you have questions about the program, need assistance in completing forms or solicit clarification regarding the “Business Self- Inspection Checklist” please contact the following:

**Amy Hennion, FI**, at (303)651-8833 or by email at [amy.hennion@longmontcolorado.gov](mailto:amy.hennion@longmontcolorado.gov)

**Michele Goldman, FM**, at (303)651-8426 or by email at [michele.goldman@longmontcolorado.gov](mailto:michele.goldman@longmontcolorado.gov)

We appreciate your efforts in participation and welcome your feedback. Additional information can be obtained at the Business Self Inspection web page noted above.

