



**David R. Cochran**  
*Fire Chief*

**Tray Palmer**  
*Acting Fire Marshal*

**Dear City of Reno Business Owner;**

On July 1<sup>st</sup>, 2016, The City adopted a fee schedule that decreased the fee of an annual fire inspection to \$75.00 (per hour). Prior to this, annual inspection fees were based on the type of occupancy and ranged from \$91.00 to \$5,160.00.

With this fee schedule, The City of Reno Fire Department has implemented a self-inspection program for businesses within the City. This program provides an opportunity for the Reno Fire Department and the city business community to form a partnership in fire and life safety. It also provides an economic incentive to the business owner to perform and maintain a fire safe environment.

**Goals:** An important element of the Reno Fire Self-Inspection program is the conduct of inspections on an annual basis in order to proactively identify safety issues, ensure basic compliance with fire safety regulations, and to promote continuous improvement of health and safety conditions at all Reno businesses.

By having business owners and managers conduct these inspections within their own work areas, the business responsible will become more familiar and take on greater “ownership” of fire safety requirements. Supervisors become more involved in ensuring the health and safety of their employees and customers.

**The program and how it works:** The self-inspection program is simple. A self-inspection checklist will be supplied to every business owner at the time of their annual business license renewal. Once completed, the checklist, with all corrections made, must be returned to the Reno Fire Department with a \$25 processing fee.

Businesses will be requested to respond within 30 days. After 30 days have passed, the businesses that do not respond will be placed on the on-site inspection list, tagged for actual physical inspections by the Reno Fire Department and charged an hourly inspection fee of \$75.

Customer may request a fire inspector in lieu of self inspection which will require a \$75 fee (per hour with a minimum 1 hour). Fire Prevention Inspectors will perform periodic spot checks. Any additional re-inspection due to non-compliance will be \$75 (per hour with a minimum 1 hour).

In addition to the self-inspection, Fire Prevention Inspectors will perform physical annual inspections on occupancies that require an “operational permit”. Should violations occur, the first re-inspection will not generate a fee. Subsequent inspections will be charged at \$75 per hour (with a minimum 1 hour). Unless otherwise noted in the table below, the fee for each permit is \$90. The requirements for an “operational permit” are as follows:

<b>Operation or Activity</b>	<b>Section No.</b>
<b>Aerosol Products</b>	105.6.1
<b>Amusement Buildings</b>	105.6.2
<b>Aviation Facilities</b>	105.6.3
<b>Carnivals and Fairs</b>	105.6.4
<b>Cellulose Nitrate Film</b>	105.6.5
<b>Combustible Dust Producing Operations</b>	105.6.6
<b>Combustible Fibers</b>	105.6.7
<b>Compressed Gases</b>	105.6.8
<b>Covered and Open Mall Buildings</b>	105.6.9



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<b>Cryogenic Fluids</b>	105.6.10
<b>Cutting and Welding.</b>	105.6.11
<b>Dry Cleaning Plants.</b>	105.6.12
<b>Exhibits and trade shows</b>	105.6.13
<b>Explosives</b>	105.6.14
<b>Fire Hydrants and Valves</b>	105.6.15
<b>Flammable and Combustible Liquids</b>	105.6.16
<b>Floor Finishing</b>	105.6.17
<b>Fruit and Crop Ripening</b>	105.6.18
<b>Fumigation and insecticidal fogging</b>	105.6.19
<b>Hazardous Materials</b>	105.6.20
<b>HPM Facilities</b>	105.6.21
<b>High-Piled Combustible Storage</b> Range 1: 501 – 12,000 square feet. (\$90.00) Range 2: Greater than 12,001 square feet. (\$180.00)	105.6.22
<b>Hot Works Operations</b>	105.6.23
<b>Industrial Ovens</b>	105.6.24
<b>Lumber Yards and Woodworking Plants</b>	105.6.25
<b>Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings</b>	105.6.26
<b>Liquefied Petroleum Gases.</b>	105.6.27
<b>Magnesium</b>	105.6.28
<b>Miscellaneous Combustible Storage</b>	105.6.29
<b>Open Burning</b>	105.6.30
<b>Open Flames and Torches</b>	105.6.31
<b>Open Flames and Candles</b>	105.6.32
<b>Organic Coatings</b>	105.6.33
<b>Place of Assembly</b> Range 1: 50 – 300 Occupants (\$90.00) Range 2: 301 – 1,000 Occupants (\$180.00) Range 3: Greater than 1,001 Occupants (\$270.00)	105.6.34
<b>Private Fire Hydrants</b>	105.6.35
<b>Pyrotechnic special effects material</b>	105.6.36
<b>Pyroxylin Plastics</b>	105.6.37
<b>Refrigeration Equipment</b>	105.6.38
<b>Repair Garages and Motor Fuel-Dispensing Facilities.</b>	105.6.39
<b>Rooftop Heliports</b>	105.6.40
<b>Spraying Or Dipping</b>	105.6.41
<b>Storage of Scrap Tires and Tire Byproducts</b>	105.6.42
<b>Temporary Membrane Structures</b>	
<b>Tire-Rebuilding Plants</b>	105.6.44
<b>Waste Handling</b>	105.6.45
<b>Wood Products</b>	105.6.46

If you have any questions or need assistance regarding any part of this program, please feel free to contact the Fire Prevention Office at [RFDSelfInspect@reno.gov](mailto:RFDSelfInspect@reno.gov), or visit the tutorial located on the City of Reno web page.

Thank You.

Sincerely,

Tray Palmer, Acting Fire Marshal  
Reno Fire Department