

SELF-CERTIFICATION FOR APARTMENTS AFFIDAVIT

INSTRUCTIONS:

The mission of the Sacramento Fire Department is to provide the community with a fire-safe environment. The Fire Department proactively maintains the highest level of public safety and emergency service. Annual fire inspections are conducted to insure all buildings, including apartment complexes, are safe and in compliance with the California Fire Code. Due to increases of required inspections, the Fire Department presently offers owners of small apartment complexes (3 to 15 units) an opportunity to participate in a voluntary self-certification program four out of every five years.

If your apartment complex is 16 or more rental units, please call (916) 808-6704 to schedule an inspection.

If your apartment is 3 to 15 units, please follow these steps:

- 1. Complete the affidavit. The completeness and accuracy of the information provided on this form is essential to your participation in the program. If any information should change after this form is submitted, please contact the Fire Prevention Division.
- 2. Send both pages of the completed affidavit to:

Sacramento Fire Department Fire Prevention Division 5770 Freeport Blvd., Ste 200 Sacramento, CA 95822

3. Do not send payment at this time. You will be invoiced once your affidavit is processed.

Your fire permit will be mailed to you once your payment is processed.

Thank you for your participation. With your assistance, we can help reduce the number of fires and property damage, and also reduce the number of injuries and deaths. Should you have any questions, please contact the Fire Prevention Division at (916) 808-6215.



* Mandatory Fields	
*Total Number of Units:	
*Apartment Address: (number)	_(street)
*Apartment Address: (city)	(zip)
*Business Name: (DBA)	
*Business Phone: (XXX) XXX-XXXX	
Contact Information: This information is	not for public use and is kept for emergency use only.
*Owner's Name:	
*Owner's Address: (number)	_(street)(unit)
*Owner's Address: (city)	_(zip)
*Owner's Phone: (XXX) XXX-XXXX	
Owner's Email:	
*Preferred Mailing Address:	
Alternate Phone: (name)	(XXX) XXX-XXXX
Alternate Phone: (name)	(XXX) XXX-XXXX
Does your apartment complex have a locke No (skip to question #3) Yes Do you have a Knox Box/Knox key switch?	ed security gate(s) or locked building entrance(s)? No (go to question #3) Yes
Fire Sprinkler System: No Yes, please	e provide 5 year certification date:
•	ng, a Knox Box/Knox key switch is required to be Self- Certified e Fire Department at (916) 808-1300 to obtain information

1.

2.

3.4.



COMPLIANCE (initial)	FIRE EXTINGUISHERS	
	Extinguishers are to be serviced and tagged every 12 months and after use (Ch 3, Title 19.	
	CFC 906). Service date noted on the tag is: (mo)(day)(yr)(Title 19. Article 9) Every fire extinguisher is to be mounted and placed within 75ft. of one another (CFC 906).	
	ELECTRICAL	
	Extension cords are not to be used as a substitute for permanent wiring (CFC 605.5).	
	Power taps are not to be linked in series, extended through walls, ceilings or under doors or floor coverings or affixed to structures (CFC 605.4.3).	
	Storage of combustible material shall be moved 30 inches away from electrical panels, water heaters and other heat producing equipment (CFC 605.3).	
	EXITS	
	Remove any storage from under stairways (CFC 1009.9.4), or from obstructing aisle ways, exits or corridors, (CFC 315.3.2). The minimum effective width of egress pathways is not to be less than 36 inches (CFC 1017.5).	
	Repair any broken doors or door hardware (CFC 1008). Doors serving common areas and corridor exits or which are outside gates, are to be open able from the inside in a single operation without the use of a key, special knowledge or effort (CFC 1008.1.9).	
	Sleeping area window bars permitted only if in compliance with CFC sec 1029. Operable from the inside without a key, special knowledge or effort (See attached).	
	FIRE DEPARTMENT ACCESS/EXTERIOR AREAS	
	Adequate access. Key box/gate keys available to responding Fire Department personnel (CFC 506).	
	Address shall be present and visible from the street (CFC 505).	
	Remove all trash, dry weeds and debris, discarded furniture etc. Move dumpsters 10 feet away from buildings (CFC 304.1.1, 304.1.2, & 304.3).	
	FIRE PROTECTION SYSTEMS	
	Repair and maintain all smoke detectors for all tenants. (CFC 907.2.11.2, SCC 8.84) All tenant smoke detectors shall be CA State Fire Marshal approved and a maintenance program for their upkeep established (Title 19, Ch. 1, sec 1.14 & 3.24) (CFC 907.2.9.2 & 907.2.11.2).	
	A carbon monoxide detector is installed outside each sleeping area (HSC 17926)	
	MAINTENANCE OF FIRE RESISTIVE CONSTRUCTION	
	Repair holes in ceilings/walls. Maintain fire resistive construction (CFC 703.1).	
	Keep attic access and scuttle openings closed/clear of obstructions (CFC 316.1).	
	HAZARDOUS MATERIAL STORAGE, USE, HANDLING	
	Flammable liquid shall not exceed 5 gallons stored inside and 10 gallons stored outside, and must be stored in an approved container and cabinet (CFC 5704.3.2, & 105.6.16).	
I certify that all i	nformation provided is true and correct.	

Signature Print Name Title Date