



**ANCHORAGE FIRE DEPARTMENT  
FIRE PREVENTION  
4700 Elmore Anchorage, Alaska 99507  
(907) 267-4900**

**Policy #07-008 POLICY FOR PRE-INSPECTION NOTIFICATION**

Fire Prevention will provide pre-inspection notices for maintenance inspections starting January 1, 2008. A pre-inspection notice will be mailed to the building owner/manager or representative of record, at least four weeks prior to the inspection. This notice will include contact information for Fire Prevention along with a list of common code violations. The inspector will conduct the inspection no sooner than 30 days and no later than 60 days from the date the pre-inspection notice was mailed. Upon receipt of the pre-inspection notice, the building owner/manager may schedule a date and time for their building inspection if desired. Inspections may be scheduled between the hours of 9:00 AM and 4:00 PM, Monday through Friday. After hours inspections will incur additional charges.

Routine non-residential occupancy inspections require at least a four week advance notice to the building owner/business or representative. Inspections for business and liquor licenses, daycares, assembly and operational permits, re-inspections, and complaints do not require advance notification.

For the purposes of this pre-inspection notification policy, the building owner/manager or representative retains the responsibility to maintain and update accurate contact information with the Municipality. In the event that a pre-inspection notice is returned to Fire Prevention as address unknown, the inspector will go to the property to be inspected and attempt to verify the correct building owner/manager or representative and contact information. The inspector will then be able to conduct the inspection no sooner than 30 days and no later than 60 days from the date of the personal visit to the property.