



## Hyde County Emergency Management

Office of the Fire Marshal – Safety Coordinator  
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### Hyde County Fire Code Enforcement Program Standard Procedures

March, 2004

June, 2007 (revised)

- 1 - The Hyde County Fire Code Enforcement Program will be conducted within state guidelines. Only persons properly certified by the N. C. Code Officials Qualifications Board may conduct fire inspections and issue Fire Prevention Code permits.
- 2 - It is recognized that some violations will be discovered that were previously inspected and approved and that some violations will not always be discovered. The owner and / or occupant remains responsible for these violations and corrections should be undertaken as soon as possible.
- 3 - State or Federally owned facilities do not fall under Hyde County jurisdiction for Fire Code Enforcement.
- 4 - Code enforcement officials are not allowed to waive any code requirements unless specifically provided for by the Fire Prevention Code.
- 5 - Operational permits required by the Fire Prevention Code will be issued when the applicable code requirements are met. Minor operational permits are issued at no charge with payment of regular fire inspection fee. Each hazardous materials operation will require a \$25 permit and applications for Public Firework Displays will require a \$100 permit. Regular inspection fees may apply.
- 6 - Buildings are to be inspected based upon the state schedule as a minimum. The owner or operator of each building should be notified at least seven (7) days in advance of pending periodic inspections. State Inspection Schedule:

Semi-Annually	Public Schools
Annually	Hazardous, Institutional, High Rise, Large Assembly, Residential, Daycares
Every Two Years	Industrial, Educational
Every Three Years	Business, Mercantile, Storage, Churches, Synagogues, Small Assembly
- 7 - Two types of violations are defined for use: common and immediately life-threatening. All violations are the owner's or occupant's obligation to correct as soon as possible.
- 8 - Immediately life threatening violations must be corrected immediately or prior to the

facility being re-occupied. Re-inspections will generally occur within five days. Re-inspections will result in being invoiced for a fire inspection fee. Immediately life threatening violations will be assessed a \$250 penalty (each). Failure to correct immediately life threatening violations will result in the structure or facility being determined unsafe for occupancy and its evacuation ordered.

- 9 - Common violations will be re-inspected for compliance in approximately ninety (90) days, however during the initial inspection cycle; this period may be extended to one hundred and eighty (180) days. Re-inspections will result in being invoiced for a regular fire inspection fee. Common violations not corrected or the failure to adhere to orders of the Fire Official may result in a civil penalty of \$50 per day per violation or criminal charges in accordance with the N. C. Building Code.
- 10 - Buildings owned or operated by Hyde County or the Hyde County Schools will not be re-inspected and will not be assessed fees, except in the cases of life threatening violations.
- 11 - Publicly owned buildings, such as fire stations, community centers, health centers, libraries, etc. will not be assessed fees, except in the case of life threatening violations.
- 12 - Inspections initiated by a complaint will generally be conducted within seven (7) days.
- 13 - All existing or proposed facilities must submit plans for renovations or additions. These plans must be reviewed by the Fire Code Enforcement Official for compliance and comments.
- 14 - Invoices for inspections and penalties must be paid to the Hyde County Inspections Department within thirty (30) days. Failure to pay inspection fees will result in the suspension of all Building Code and Fire Prevention Code permits and collection action.
- 15 - Appeals of any Code Enforcement Official action must be made in writing within ten (10) days to the N. C. Office of the State Fire Marshal.
- 16 - The Code Enforcement Official should attempt in all situations to present options and acceptable scenarios to all local facilities in an attempt to educate and mitigate violations. However, it remains the responsibility of the owner, occupant, contractors, and other involved parties to ensure compliance.
- 17 - Required inspections of foster homes, group homes, etc. will be conducted at no charge.
- 18 - The Hyde County Fire Marshal should be notified any time a fire actually occurs in a facility covered by the Fire Prevention Code so that appropriate follow-up and future precautions may be taken. The Hyde County Fire Marshal should be notified any time a death or serious injury is caused by fire. Follow-up investigations will not constitute as an inspection and no fees will be charged, except in the case of immediately life-threatening violations. The appropriate Fire Chief or the Emergency Communications Center should initiate this notification.