

CHAPTER 91: FIRE PREVENTION

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GENERAL REQUIREMENTS

§ 91.001 TITLE

This ordinance and all material included herein by reference shall be known as the Fire Prevention Ordinance, Greenfield, Indiana (Ordinances).

§ 91.002 Purpose

This Ordinance aims to protect the life, public safety, environment, health, and general welfare of the citizens of this city. It shall be construed in such a manner as to effectuate this purpose.

§ 91.003 Authority

The Fire Chief, or their designee, is hereby authorized and directed to administer and enforce the following:

- A. All of the provisions of this chapter
- B. Variances granted per IC 22-13-2-11
- C. Order issues under IC 22-12-7

§ 91.004 Applicability

- A. The provisions of this ordinance are supplemental to the rules adopted by the Indiana Fire Prevention & Building Safety Commission (FPBSC) in 675 IAC.
- B. The provisions of this ordinance apply to the maintenance of Fire Prevention and Life Safety Features as herein described.
- C. The provisions of this ordinance apply to existing conditions and the conditions arising after the adoption thereof.

§ 91.005 CONFLICTING PROVISIONS

If any provision of this ordinance is found to conflict with any building, zoning, safety, health, or other applicable law or ordinance of the City of Greenfield, whether existing on the effective date of this ordinance or later adopted, the provision that establishes the higher standard for the promotion and protection of the safety and welfare of the public applies.

§ 91.006 SEVERABILITY

If any provision of this ordinance is declared invalid by a court of competent jurisdiction, for any reason, the remaining provisions shall not be affected, if such remaining provisions can, without the invalid provision(s), be given their original intended effect in adopting the ordinance. To this end, the provisions of this ordinance are severable.

§ 91.007 MINIMUM STANDARD

- A. All rules of the IFPBSC (Indiana Fire Prevention and Building Safety Commission) as set out in Title 675 of the Indiana Administrative Code are incorporated by reference in this chapter and shall include all later amendments to said article as published in the Indiana Register or the Indiana Administrative Code with effective dates as fixed therein.
- B. Any special processes or procedures not addressed in the Indiana Fire Code (675 IAC 22) or this ordinance shall be subject to applications found in Fire Safety Standards recognized by Indiana Fire Code (675 IAC 22), reference standards, and as approved by the Fire Chief or their designee.
- C. Any special processes or procedures not addressed in this chapter shall be subject to applications found in the then-current editions of the National Fire Protection Association (NFPA) standards or other recognized Fire Safety Standards, subject to the rules of the Indiana Fire Prevention and Building Safety Commission.

§ 91.008 EFFECT OF ADOPTION ON PRIOR ORDINANCE

The expressed or implied repeal or amendment by this ordinance of any other ordinance, or part of any other ordinance, does not affect any rights or liabilities accrued, penalties

incurred, or proceedings begun before the effective date of this ordinance. Such rights, liabilities, and other proceedings are continued, and penalties shall be imposed and enforced under the repealed or amended ordinance that had not been adopted.

§ 91.009 DEFINITIONS

“AHJ” is the organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, installation, or a procedure.

“APPROVED” as used in this Fire Prevention Ordinance applies only to the Fire Chief’s approval, or their designee, of drawings, locations, markings, plans, and signage for the following: Fire Apparatus Access Road, and Key Boxes.

“AUTOMATED EXTERNAL DEFIBRILLATOR (AED)” means a computerized medical device that can check a person’s heart rhythm, recognize a rhythm that requires a shock, advise a rescuer when a shock is needed, and use voice prompts, lights, and text messages to tell the rescuer the steps to take.

“BUILDING” means a Class I structure as defined in IC 22-12-1-4 used for shelter, protection, or enclosure of persons, animals, or property permanently affixed to the land.

“BUILDING CODE” means the Indiana Building Code (IBC) found within 675 IAC 13.

“BUILDING PERMIT” means a certificate permitting a person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or structure.

“BUILDING PLANS” are maps and drawings released by the State Fire Marshal’s Office showing a building’s specific location and design.

“BUILDING LAW” has the meaning ascribed to it in IC 22-12-1.

“BUILDING RULE” has the meaning ascribed to it in IC 22-13-1.

“CERTIFICATE OF OCCUPANCY” is a certificate issued permitting a person, firm, or corporation to occupy a building or space.

“COMMISSION” has the meaning ascribed to it in IC 22-12-1.

“CONSUMER FIREWORK” has the meaning ascribed to it in IC 22-11-14.

“CUT SHEET” means a specification sheet that provides and describes the technical specifications of a particular product.

“ELECTRIC CODE” means the Indiana Electric Code found within 675 IAC 17.

“DIVISION OF FIRE AND BUILDING SAFETY” means Division of Fire and Building Safety of the Indiana Department of Homeland Security, created according to IC 10-19-7-1.

“FALSE ALARM” is an alarm caused by mechanical failure, malfunction, improper installation, lack of proper maintenance, contractor error, human intervention, or an alarm activated by a cause that cannot be determined.

“FIRE APPARATUS” means vehicles for firefighting or rescue, such as, but not limited to, pumper trucks, aerial ladder trucks, elevated platforms, rescue squads, ambulances, administrative vehicles, and other firefighter or rescue equipment.

“FIRE APPARATUS ACCESS ROAD” has the meaning ascribed in 675 IAC 22.

“FIRE CHIEF” The Chief Officer of the Greenfield Fire Territory and the City Fire Prevention Bureau.

“FIRE CODE” means the Indiana Fire Code (IFC) found within 675 IAC 22.

“FIRE DEPARTMENT” has the meaning ascribed to it in IC 36-8-17-2.

“FIRE DEPARTMENT CONNECTION (FDC)” means a connection through which the Fire Department connects to pump water to standpipe(s) and/or sprinkler systems.

“FIRE DOOR” combines a fire door, frame, and other accessories that provide a specific degree of fire protection to an opening.

“FIRE FLOW” means the flow rate of a water supply measured in gallons per minute (GPM) available for firefighting purposes.

“FIRE DETECTION DEVICE” is a device designed to detect the presence of a fire signature and to initiate action.

“FIRE PREVENTION AND BUILDING SAFETY COMMISSION (FPBSC)” is a commission that creates statewide codes of fire safety laws and building laws, reviews variances, reviews petitions or proposals to modify its building and fire safety laws, and reviews orders to enforce fire and building safety laws.

“FIRE PROTECTION SYSTEM” is an approved device(s), equipment, and system used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire, or any combination thereof.

“FIRE SAFETY LAW” has the meaning ascribed to it in IC 22-12-1.

“FIRE SAFETY RULE” has the meaning ascribed to it in IC 22-13-1.

“FIREWALL” is a separation that provides a specific degree of fire protection between areas as per the rules of the FPBSC.

“FIREWATCH” is a temporary safety measure that involves trained personnel who conduct continuous, systematic, and physical patrols of a building to monitor for fire hazards, detect early signs of fire, and ensure the swift notification of the fire department and building occupants.

“FUEL GAS CODE” means the Indiana Fuel Gas Code (IFGC) found within 675 IAC 25.

“GAS LIGHT” means any lighting device that utilizes a flammable or combustible gas or liquid to fuel an open flame.

“GENERAL ADMINISTRATIVE RULES” means the General Administrative Rules of the IFPBS found within 675 IAC 12.

“HAZARDOUS CONDITIONS” means the presence of a structural condition, equipment, utility connection, or materials that constitute or pose a recognized threat of fire or other injury to persons or property.

“IAC” means the Indiana Administrative Code.

“IC” means the Indiana Code of the Indiana General Assembly.

“INDIANA DEPARTMENT OF HOMELAND SECURITY” as set out in IC 10-19-2.

“INSPECTION” means the visual inspection of a building, system, or installation to verify compliance with the Rules of the Commission, this

Ordinance, applicable standards, manufacturer's installation instructions, and free from defects.

"KEY BOX" has the meaning ascribed to it in 675 IAC 22.

"MAN DOOR" is a heavy-duty, pedestrian-sized, swing-style door designed for frequent, everyday foot traffic.

"MEANS OF EGRESS" is a continuous and unobstructed path of vertical and horizontal egress travel from any point in a building or structure to a public way. A means of egress consists of three separate and distinct parts: the exit access, the exit, and the exit discharge.

"MECHANICAL CODE" means the Indiana Mechanical Code (IMC) found within 675 IAC 18.

"NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)" means those Standards adopted by the Commission found within 675 IAC 28.

"NOTICE OF VIOLATION" means a written notice issued by the Fire Chief or their Designee, usually in the form of an inspection report, identifying violation(s) of the Rules of the Commission.

"OCCUPANCY PERMIT" is a certificate issued permitting a person, firm, or corporation to occupy a building or space.

"OPEN BURNING" has the meaning ascribed to it in 326 IAC 4.

"OWNER" has the meaning ascribed to it in 675 IAC 22.

"PERSON" has the meaning ascribed to it in IC 22-12-1.

"PLUMBING CODE" means the Indiana Plumbing Code (IPC) found within 675 IAC 16.

"QUALIFIED PERSON" has the meaning ascribed to it in 675 IAC 22.

"TERMS NOT DEFINED" are terms not defined in the code; the terms shall have ordinarily accepted meanings from *Merriam-Webster's Collegiate Dictionary*, edition mentioned in the code.

ADMINISTRATIVE AND ENFORCEMENT

§ 91.020 ORGANIZATION OF THE GREENFIELD FIRE PREVENTION BUREAU

There is hereby established a local Fire Prevention Bureau within the Greenfield Fire Territory consisting of the incorporated limits of the city of Greenfield, Indiana, and Center Township, Hancock County, Indiana.

§ 91.021 ORGANIZATION OF GREENFIELD FIRE TERRITORY FIRE PREVENTION BUREAU

The Fire Prevention Bureau of the Greenfield Fire Territory shall be under the supervision of the Division Chief of Fire Prevention/Fire Marshal, appointed pursuant to the applicable personnel rules of the Greenfield Fire Territory under Chapter 35 of this code.

§ 91.022 FIRE SCENE AUTHORITY

- A. The Fire Chief, or their designee, at any fire, explosion, rescue, emergency medical, or hazardous materials incident, or any other emergency which poses an imminent threat to life, environment, or property, shall have the authority to direct operations as necessary to control, mitigate, or eliminate the emergency.
- B. It shall be unlawful for any person to impede the emergency operations of the Greenfield Fire Territory or mutual aid companies.

§ 91.023 EMERGENCY INCIDENT AREA

- A. The Fire Chief, or their designee, may establish emergency incident areas as set out in IC 35-44.1-4-2.
- B. The Fire Chief, or their designee, may create an area in which only firefighters, law enforcement personnel, other emergency responders, people, or agencies have a direct interest in any property threatened by fire, explosion, or hazardous materials incident.
- C. It is unlawful for any unauthorized person to cross into an established emergency incident area as set out in IC 35-44.4.-4-5.
- D. No person shall render a system or device inoperative during an emergency unless by the direction of the Fire Chief or their designee in charge of the incident.
 - a. Any person found to violate this subsection shall be subject to the enforcement actions, fines, and penalties established in §91.170 of this Fire Prevention Ordinance.

§ 91.024 FIRE INVESTIGATIONS

- A. The Fire Chief, or their designee, shall perform fire investigations according to IC 36-8-17-7.

- B. It shall be unlawful for any person to impede the Fire Chief or their designee from conducting an origin and cause investigation.

§ 91.025 ENFORCEMENT AUTHORITY

- A. The Fire Chief, or their designee, shall have the authority to enforce the provisions of the fire prevention ordinance.
- B. The Fire Chief, or their designee, shall have the authority to enforce provisions of the rules of the Commission as set out in 675 IAC.
- C. Such enforcement shall include, but is not limited to:
 - a. The prevention of fires.
 - b. The handling, storage, sale, and use of flammable liquids, explosives, combustibles, and hazardous materials.
 - c. The adequacy of means of egress from all places in which people live, work, or congregate from time to time for any purpose.
 - d. The location, installation, and maintenance of smoke alarms, fire alarm systems, and fire suppression systems.
 - e. The existence of recognized hazardous conditions that present a clear and immediate hazard to life and property.
- D. The Fire Chief, or their designee, shall have the authority to take all steps necessary to enforce the provisions of this ordinance, including but not limited to the institution of legal action against an alleged violator in any court of competent jurisdiction. Any person or entity found to violate this ordinance shall be responsible for all costs associated with enforcement, including but not limited to administrative costs, court costs, abatement costs, and reasonable attorney fees, to the fullest extent permitted by law.

§ 91.026 FIRE AND LIFE SAFETY INSPECTIONS

- A. Per IC 36-8-17-8, the Fire Chief, or their designee, shall have the authority to establish an inspection program to promote compliance with fire safety laws.
- B. The Fire Chief or their designee shall conduct fire and life safety inspections in Class 1 structures.
- C. The Fire Chief, or their designee, shall inspect Class 1 structures as often as deemed necessary for ascertaining and causing to correct any violation of the rule of the commission at 675 IAC or this fire prevention ordinance.
- D. Upon the request of an owner or a primary lessee who resides in a private dwelling, the Fire Chief, or their designee, may inspect the interior of the private residence to determine compliance with IC 36-8-17-8.
- E. New construction, additions to, renovation of, change of occupancy of Class 1 structures, or work for which Fire Department approval is required shall be subject to inspection by the Fire Chief or their designee.
 - a. It shall be the duty of the permit applicant or contractor or both to cause the work to remain accessible and exposed for inspection purposes.

- b. Neither the Fire Chief, nor their designee, City of Greenfield, nor Elected Officials shall be liable for expenses entailed in the removal or replacement of any material required to allow inspection.
 - c. It shall be the duty of the person requesting inspections to provide access to and means for proper inspection of such work.
- F. Underground Inspection- private fire service and fire department connections (FDC).
 - a. The contractor shall notify the Fire Chief or their designee a minimum of two (2) business days in advance of the required inspection, excluding recognized holidays.
- G. Occupancy Information-
 - a. Existing Buildings
 - i. It shall be the responsibility of the building owner, occupant, tenant, or property manager to provide emergency contact information to the Fire Marshal or Fire Inspector.
 - ii. When a change in the ownership, tenants, occupants, or property managers occurs, a new emergency contact information shall be submitted to the Fire Marshal or Fire Inspector within thirty (30) days of the event.
 - iii. It shall be the responsibility of the building owner, occupant, tenant, or property manager to provide appropriate contact information to the Fire Marshal or Fire Inspector for the inspection paperwork to be sent within thirty (30) days of the event.
 - b. New Construction
 - i. It shall be the responsibility of the building owner, occupant, tenant, or property manager to provide emergency contact information to the Fire Marshal or Fire Inspector within thirty (30) days of the event.
 - c. Emergency Contact Information
 - ii. Emergency contact information is to be provided to the Fire Marshal or Fire Inspector upon occupancy.

§ 91.027 RIGHT TO ENTER BUILDINGS

- A. The Fire Chief, or their designee, may at all reasonable hours enter any Class 1 structure within the Greenfield Fire Territory's area to conduct inspections or investigations according to this fire prevention ordinance, per IC 22-14-2-4.
- B. The right to enter shall extend to new structures under construction as well as to existing structures being renovated or remodeled.
- C. The Fire Chief, or their designee, may be required by the owner or occupant to produce satisfactory proof of authority or identity.
- D. If the Fire Chief or their designee is denied access, they may apply to a court of competent jurisdiction for an order allowing inspection.

§ 91.028 EMERGENCY ENTRY

- A. The Fire Chief, or their designee, or any of its employees of the Greenfield Fire Territory or agents shall have the right to enter any building or premises without permission or warrant in the event of any emergency constituting a threat to human life, property, or public safety to eliminate, control, or abate the dangerous condition or situation.
- B. At no time will the City of Greenfield, Elected Officials, the Fire Chief, or their designee, or any of its employees or agents be responsible for any damage as a result of an emergency entry.
- C. The Fire Chief, or their designee, or the Hancock County 911 Center will notify the owner/occupant of the event, and it will be the responsibility of the owner/occupant to ensure that the building is re-secured.

§ 91.029 DETERMINATION OF VIOLATION

When the Fire Chief, or their designee, determines a violation of a fire safety law or the rules of the commission in 675 IAC or this fire prevention ordinance exists upon any Class 1 structure within the Greenfield Fire Territory, a notice of violation order shall be issued for the enforcement of the rules of the commission in 675 IAC and this fire prevention ordinance.

§ 91.030 TIME LIMIT

Notice of violation order(s) shall set forth a time limit for compliance, dependent upon the hazard created by the violation(s) cited.

§ 91.031 NOTICE OF VIOLATION OF ORDER

- A. Under IC 36-8-17-9, an order of enforcement of the rules of the commission in 675 IAC or this chapter, the Fire Chief, or their designee, may seek the correction of any violation or the elimination of any hazardous condition by the methods specified in the chapter or by another appropriate remedy or procedure provided by the law.
- B. The failure of the Fire Chief, or their designee, to inspect or to issue a notice of violation order per this fire prevention ordinance shall not constitute approval of any violation or non-compliance.
- C. Any notice of violation order issued according to this section shall be provided in writing to all parties listed below:
 - a. Owner
 - b. Tenant
 - c. Operator
 - d. Occupant
 - e. Other person responsible for the building or property

- D. Notice of violation order shall be served per IC 4-21.5.3, by one (1) or more of the following methods:
- a. Personal service by affixing a copy of the notice of violation order in a conspicuous location at the entrance of said building or property.
 - b. Mailing the notice of violation order through the US Postal Service to the last known mailing address of all parties listed below:
 - i. Owner
 - ii. Tenant
 - iii. Operator
 - iv. Occupant
 - v. Other person responsible for the building or property
 - c. By electronic mail, read receipt requested.

§ 91.032 IMMINENT DANGER

- A. The Fire Chief, or their designee, or any of its employees of the Greenfield Fire Territory or agents may stop a function or require the evacuation of any Class 1 structure or portion thereof under the provisions of IC 36-8-17-9 when it is determined that conduct or conditions of the property:
- a. Present a clear and immediate hazard of death or serious bodily injury to any person other than a trespasser.
 - b. Is prohibited without a permit, registration, certificate, authorization, variance, exemption, or other license required under IC 22-14, another Indiana statute, or rules of the commission.
 - c. Will conceal a violation of the law.

§ 91.033 TEMPORARY CLOSURE ORDER

- A. The Fire Chief, or their designee, after consultation with the City Attorney, may order a temporary closure of any Class 1 structure or portion thereof under the provisions of IC 36-8-17-9 when it is determined that conduct or conditions of the property:
- a. Require persons to leave an area that is affected by a violation and prohibit persons from entering the area until the violation is corrected.

§ 91.034 DUTY TO CORRECT VIOLATION(S)

- A. The owner, tenant, or person in control of any property or building upon which a violation, deficiency, or hazard exists shall immediately:
- a. Cease and correct the violations, deficiencies, or hazards.
 - b. Protect persons and property from the hazards of the violation.

§ 91.035 COMPLIANCE AFFIDAVIT

- A. A compliance affidavit shall be returned to the Greenfield Fire Territory when all violations and deficiencies listed in the notice of violation order have been corrected.
- B. The compliance affidavit shall be returned by hand delivery, electronic e-mail, or by U.S. First Class mail.
- C. An owner, tenant, or person in control of the property or building who knowingly signs a compliance affidavit attesting that all listed violations or deficiencies have been corrected when the contrary is true and not all listed violations or deficiencies have been corrected, violates this ordinance and is subject to the penalties outlined in § 91.170.

§ 91.036 CONSTRUCTION AFFIDAVIT

- A. When systems or items have been installed before inspection(s), review, or permits, a construction affidavit will be completed and provided to the Fire Chief, or their designee, and the City and/or Hancock County Building Commissioner, as applicable.
- B. The construction affidavit shall certify that the installation has been completed in compliance with all applicable codes, rules, and standards by the State of Indiana, and any locally adopted ordinances, as in effect at the time of the construction.
- C. The installer will indemnify and hold harmless the City of Greenfield, its Elected Officials, the Fire Chief, and employees of the Greenfield Fire Territory or their agents, planning and inspection officials for the City of Greenfield, Indiana, or their agents from any claim, lawsuit, damages, judgement, causes of action of whatever type or nature, including but not limited to any costs, litigation expenses reasonable attorney fees and any damages arising out of the subject installation.

§ 91.037 RIGHT TO APPEAL NOTICE OF VIOLATION(S) (ORDER(S))

- A. Any person who is aggrieved by an order or decision issued according to this chapter and the matter involves a rule of the FPBSC may appeal to the FPBSC, as set forth by IC 36-8-17.
- B. A property owner or lessee with the consent of the owner requesting a variance from the rules of the FBSC shall apply for such to the FPBSC.
- C. A property owner or lessee, with the consent of the owner, can request an informal review of their fire inspection through the Indiana Department of Homeland Security.
- D. A property owner or lessee, with the consent of the owner, can request administrative review by the FBSC.
 - a. A property owner or lessee, with the consent of the owner, must file a written petition for review within fifteen (15) days after receiving notice of the violation(s).

§ 91.038 LOCAL ORDINANCE APPEAL PROCESS

- A. A person may request a modification from specific provision(s) in the notice of violation order, issued under this fire prevention ordinance, which is not a rule of the commission as set out in 675 IAC.
 - a. Requesting modification from specific provision(s) in the notice of violation that is a rule of the IFPBSC, may file an appeal as outlined in Sec. 91-217.
- B. Request for modification of this chapter-
 - a. The request for a modification to the notice of violation order shall be submitted in writing to the Fire Chief within five (5) business days of the date the notice of violation order was served.
 - b. If the request for modification is the result of practical difficulties that prevent compliance with the notice of violation order, the request for modification shall include a statement detailing the nature and extent of the practical difficulty in achieving compliance and the amount of the extension of time being requested to be granted to achieve compliance.
 - c. If the request for modification is the result of an undue hardship, the request for modification shall provide a statement(s) stating the undue hardship that has been created preventing compliance and the amount of the extension of time being requested to be granted to achieve compliance.
- C. The Fire Chief, within ten (10) business days of receipt of the request for modification, shall respond in writing.
 - a. Grant the request for modification as requested.
 - b. Modify the request for modification.
 - c. Deny the request for modification.
- D. The request will go to the Board of Public Works and Safety if the Fire Chief does not decide within the allotted time frame.
- E. The requested modification shall conform to the fundamental requirements for safety as they pertain to specifics under the Fire Chief, or their designee. The granting of the modification shall not increase the risk of fire or danger.
- F. A copy of the Fire Chief's decision and all documentation submitted with the request for modification shall be maintained by the Fire Chief, or their designee, in a permanent file for the subject property.
- G. A copy of the Fire Chief's decision shall be sent to the owner and applicant, if applicable, by certified US Postal Service mail, return receipt requested.
- H. The owner or applicant may appeal the Fire Chief's decision by submitting a written appeal within ten (10) business days of receipt of the decision to the Board of Public Works and Safety.
- I. The Board of Public Works and Safety shall notify the owner and the applicant, if applicable, by certified US Postal Service mail, return receipt requested, that a

hearing will be held on a specific date, stating the time and location of the hearing.

- J. The Board of Public Works and Safety at said hearing shall render a decision regarding the Fire Chief's written decision. The Board of Public Works and Safety may:
 - a. Sustain (uphold) the decision.
 - b. Modify the decision.
 - c. Reverse the decision.
- K. If a Board of Public Works and Safety member has a conflict or interest in the matter, they will not participate in any manner in the hearing upon the appeal nor in rendering a decision on the matter.
- L. The Board of Public Works and Safety shall provide a written copy of their decision, within 10 business days, by certified US Postal Service mail, return receipt requested.

§ 91.039 RECORDS AND REPORTS

- A. Companies providing periodic inspections, testing, maintenance, or servicing of fire protection or life safety systems — including but not limited to fire sprinkler systems, fire pumps, fire alarm systems, kitchen hood suppression systems, commercial hood cleaning, clean agent systems, and private fire hydrants — shall be responsible for the complete and timely submission of all inspection, testing, maintenance, and repair reports through the reporting software designated by the Greenfield Fire Territory. Submission is mandatory unless otherwise approved by the Fire Chief or the Fire Chief's designee.
 - a. Failure to submit a required report in accordance with this section shall constitute a violation of this ordinance and shall be subject to the penalties provided in § 91.170. Each failure to submit a required report shall be considered a separate violation.
- B. Fire investigation reports shall not be distributed to the public when requested under the Indiana Access to Public Records Act until the fire investigation, including any related criminal investigation, has been completed. A criminal investigation is considered complete when either formal criminal charge(s) have been filed by the Hancock County Prosecutor's Office, or the Hancock County Prosecutor's Office has issued a determination declining prosecution.
 - a. The decision whether to file or decline criminal charges is the exclusive authority of the Hancock County Prosecutor's Office.

§ 91.040 DUTIES OF FIRE ALARM USERS

- A. A fire alarm user shall:
 - a. Maintain the premises' fire alarm system in a manner that will minimize or eliminate false alarms.
 - b. Review all fire alarm system operating instructions.

- c. Take reasonable action to ensure the Fire Chief, or their designee, is notified of the non-emergency nature of a false alarm as soon as the alarm user is aware of the false alarm.
- d. Refrain from resetting the fire alarm until there is clear evidence that there is no incident or the responding fire department determines there is no incident.

§ 91.041 FALSE ALARM DETERMINATION PROCEDURE

- A. Whenever a fire alarm system is activated and results in the dispatch and arrival of the Fire Department, the fire officer responding to the property of the alarm system in activation shall inspect the area protected by the fire alarm and shall determine whether there exists reasonable apparent evidence of fire, threatened fire, or other circumstances that would warrant a call for immediate fire assistance.
- B. If the Fire Officer determines there exists no such evidence, the Fire Officer shall make a false alarm report by conveying the time, date, location, and circumstances of the false alarm to the Hancock County Emergency Operations Center.
- C. The Fire Chief, or their designee, shall maintain records of false alarms, and those records, when properly authenticated, shall be presumptively valid as proof of the false alarm sounding in any ordinance violation proceeding based thereon.

§ 91.042 FALSE ALARM

It is unlawful for an alarm user to sound a false alarm or permit a false alarm to be sounded upon their property, whether by negligence or otherwise.

§ 91.043 FALSE ALARM NOTIFICATION AND FEES

- A. Upon each commercial false alarm, the Fire Chief or their designee shall:
 - a. Notify the owner and tenant by electronic mail, read receipt, hand delivery, or confirmed by written letter or notice by the US Postal Service that a false alarm was sounded.
 - b. Identify the property by address.
 - c. The date and time of the false alarm.
- B. Each notification of a false alarm shall include the following information:
 - a. False alarms over three (3) calls per calendar year may result in the enforcement actions, fines, and penalties established in §91.170 of this Fire Prevention Ordinance.
 - b. Additional educational information to assist the owner or tenant in minimizing future false alarms.

- c. Any person found to violate this subsection shall be subject to the enforcement actions, fines, and penalties established in §91.170 of this Fire Prevention Ordinance, and may result in legal action.
- C. Upon the fourth (4th) and any subsequent false alarm for the identified property or complex, the Fire Chief, or their designee, shall forward notification of the false alarm to the owner or tenant, and said notice shall:
 - a. Specify the amount of the fine established in §91.170 of this Fire Prevention Ordinance. (See § 91.999)
 - b. Information that additional false alarms shall result in additional fines as established in §91.170 of this Fire Prevention Ordinance, and may result in legal action.
 - c. The Fire Chief, or their designee, may require a fire watch until the false alarm/system has been repaired or replaced to correct the false alarm activations.

§ 91.044 PLAN REVIEW

- A. The Fire Chief or their designee shall review all civil site plans, building plans (construction), fire protection system plans, and specifications, including sprinkler, fire alarm systems, and hood suppression systems of any project within the Greenfield Fire Territory's area of coverage. This is to determine whether such plans and specifications comply with the applicable rules of the FPBSC, this ordinance, and any other codes, standards, or rules that may apply.
- B. Plans shall be submitted in digital format. If a digital format is not available, plans shall be submitted in traditional 24"x36" paper form or digital format.
- C. The plan review shall occur in the following phases:
 - a. Site plan.
 - b. Construction plan.
 - c. Fire protection systems plan.
- D. This review shall run concurrently with the City of Greenfield plan review, and any issues or corrections that need to be made to the plans shall be completed by the developer.
- E. Plans shall be submitted to the Fire Chief, or their designee, before any alteration, remodel, addition, or demolition of any part of a building.
- F. Plans and specifications for Class I structures containing fire protection systems shall be submitted to the Fire Chief or their designee, before the system installation, for review per the rules of the FPBSC and this ordinance.
- G. No person shall install a fire protection system without first obtaining approval from the Fire Chief or their designee.
- H. Each fire protection system applicable submittal must contain the following information required by the applicable NFPA standard adopted by the FPBSC, but shall not be less than the following:
 - a. Sprinkler/Standpipe Systems:

- i. One (1) full set of sprinkler/standpipe plans.
 - ii. One (1) full set of sprinkler/standpipe hydraulic calculations.
 - iii. One (1) copy of the sprinkler construction design release (CDR) documents from the Indiana Department of Homeland Security.
 - iv. One (1) set of manufacturer's *cut sheets* (specifications) for all sprinkler heads and components in the design.
- b. Fire Alarm Systems:
 - i. One (1) full set of fire alarm plans.
 - ii. One (1) set of battery calculations.
 - iii. One (1) set of voltage drop calculations.
 - iv. One (1) copy of the sprinkler construction design release (CDR) documents from the Indiana Department of Homeland Security.
 - v. One (1) copy of the manufacturer's *cut sheets* for the fire alarm control panel (FACP) and components.
 - vi. One (1) fire alarm sequence of operation matrix.
- c. Special Hazard Protection Systems:
 - i. One (1) set of plans (if applicable).
 - ii. One (1) set of engineering data (if applicable).
 - iii. One (1) copy of the sprinkler construction design release (CDR) documents from the Indiana Department of Homeland Security.
 - iv. One (1) set of manufacturer's *cut sheets* for system components.
- d. Fire Pumps:
 - i. One (1) copy of the manufacturer's fire pump specifications.
 - ii. One (1) copy of the manufacturer's certified pump characteristic curve.
- e. Firestop Systems:
 - i. Through-penetration firestop system(s).
 - ii. Membrane-penetration firestop system(s).
 - iii. Fire-resistant joint system(s).
 - iv. Perimeter fire barrier system(s).
 - v. Fire-rated duct and air-transfer opening(s).
- f. Underground Water Mains:
 - i. One (1) full set of underground water supply plans.
 - ii. One (1) full set of water supply calculations.
- g. Requirements for Kitchen Hood Fire Suppression System submission:
 - i. Hood listing and installation documentation.
 - ii. Schematic of fire suppression system installation and protected equipment.

- iii. Product specification sheets of the nozzles, tanks, piping, agent, and other related items.
- iv. State of Indiana construction design release (where required by the FPBSC).

§ 91.045 INSPECTION CONSTRUCTION PROCESS

- A. All inspections shall be coordinated, witnessed, and completed by the Fire Chief or their designee.
- B. The Fire Chief, or their designee, shall conduct the following construction inspections on all new and existing class I structures located within the Greenfield Fire Territory's area and shall include, but not be limited to:
 - a. Site.
 - b. Pre-drywall (rough-in).
 - c. Above ceiling.
 - d. Pre-final.
 - e. Final certificate of occupancy.
 - f. Sprinkler system rough-in.
 - g. Fire alarm rough-in.
 - h. Fire alarm final.
 - i. Sprinkler system final.
 - j. Fire pump or standpipe final.
 - k. Smoke exhaust system final.
 - l. Hood Light test.
 - m. Hydrostatic testing.
 - n. Flushing.
 - o. All underground piping.
- C. The inspections may run concurrently.
- D. Before the final inspection, the owner, contractor, or installer for new construction, or renovations must contact the Fire Chief, or their designee, to coordinate observation of acceptance or performance test per the appropriate installation standard or manufacturer's specification for the following:
 - a. Fire alarm system(s).
 - b. Sprinkler and standpipe system(s).
 - c. Special hazard fire suppression system.
 - d. Private fire service underground piping, hydrostatic test, and flush.
 - e. Fire pump.
 - f. Smoke control system.
 - g. Above-ground piping hydrostatic test.
 - h. Emergency lighting system.
 - i. Grease duct leakage test (Type I hood exhaust system) (Light test).
 - j. Capture test (Type I hood exhaust system).
 - k. Trip test (Type I hood exhaust system).

§ 91.046 LIMITS

- A. The inspection or permitting of any building, system, or plan by the City of Greenfield or the Fire Chief, or their designee, under the requirements of this chapter and the applicable rules of the FPBSC shall not be construed as a warranty of the physical condition of such building, system, or plan, or the adequacy thereof, nor as an approval thereof.
- B. Neither the City of Greenfield, the Greenfield Fire Territory, the Fire Chief, nor their designee, nor any of its employees of the Greenfield Fire Territory or agents shall be liable in tort for damages for any defect or hazardous or illegal condition or inadequacy in such building, system, or plan, nor for any failure of any component of such, which may occur after such inspection or permitting.

§ 91.047 STOP WORK ORDER

- A. The Fire Chief, or their designee, is authorized to issue a stop work order if they find any violation of this ordinance, the rules of the FPBSC, or work that is being performed in a manner contrary to the provisions of the rules of FPBSC, this ordinance, or in a dangerous or unsafe manner.
- B. The stop-work order shall be in writing and shall be given to the owner of the property involved, the owner's agent, or the person doing the work. The stop-work order shall state the reason for the order and conditions under which the cited work will be permitted to resume.
- C. The stop-work order shall require persons to leave the area that is affected by a violation and prohibit persons from entering the area or working on the cited violation(s) (unless to correct the problem) until the violation is corrected.
- D. Each person who continues any work after having been served with a stop work order, except such work as that person is directed to perform to remediate a violation or unsafe condition, shall be subject to a fine outlined in §91.170.
- E. An order issued under this section may be appealed to the FPBSC.
- F. When a stop work order is issued under this section, the City of Greenfield Building Commissioner and the City Attorney shall be notified as soon as practicable.
- G. Any person who is aggrieved by an order from the stop work order may refer to §91.037 and §91.038 of this ordinance to appeal the order.

TENT APPLICATION

§ 91.050 TENTS

- A. For any commercial property with a tent of four 400 hundred square feet, erected in the Greenfield Fire Territory, the installer shall notify the Fire Chief, or their designee, and have a tent application filed with the Greenfield Fire Territory.
- B. The application shall be submitted within forty-eight (48) hours before the erection of the tent per the Fire Code (675 IAC 22) to be installed.
- C. Any person found to violate this section shall be subject to fines and penalties as outlined in section 91.170 and any applicable fines or penalties under state law, in addition to any other enforcement action permitted by law.

GENERAL SAFETY PROVISIONS

91.060 OPEN BURNING REGULATIONS

- A. Responsibility:
 - a. No person within the Greenfield Fire Territory's area shall burn any trash, rubbish, chemicals, plastics, tires, demo/construction debris, cardboard, homes, or buildings.
- B. Permitted Open Burning
 - a. The following types of open burning fires are permitted with prior approval of the Fire Chief or their designee:
 - i. Celebrating school pep rallies
 - ii. Celebrating scouting activities
 - iii. Recreational or cooking purposes
 - b. The open burning fires authorized by the Fire Chief, or their designee, shall be subject to the following conditions:
 - i. Fires shall always be attended to until completely extinguished.
 - ii. Means to extinguish a fire shall be present and immediately accessible at all times of the burning activity.
 - iii. If fires create an air pollution problem, a nuisance, or a fire hazard, they shall be extinguished immediately.
 - iv. No burning shall be conducted during unfavorable meteorological conditions such as temperature inversions, high winds, air stagnation, or "*no zone action days*".
 - v. Burning shall be a minimum of fifteen (15) feet from any combustible material or any structure.
- C. Residential Open Burning
 - a. Only clean wood, charcoal, paper, and yard waste are allowed to be burned.

- b. No trash, rubbish, chemicals, plastics, tires, demo/construction debris, cardboard, homes, or buildings are allowed to be burned.
- D. Agricultural/Vegetation Burning
 - a. Only clean wood, fence row maintenance, orchard maintenance, and nursery/tree farm maintenance are allowed to be burned.
 - b. No trash, chemicals, plastics, tires, or land clearing debris, and no packaging materials, and buildings are not allowed to be burned.
- E. Business Burning for Disposal
 - a. Businesses are not allowed any open burning pursuant to IC 326-4-1.
- F. Non-Residential Burning
 - a. All burning taking place in non-residential areas must comply with the following conditions:
 - i. All burning shall comply with the guidelines and restrictions of the Indiana Department of Environmental Management (IDEM) on incinerator limitations.
 - ii. All such burning must utilize a stationary incinerator and shall not take place in any portable incinerator or homemade incinerator unless approved by the Indiana Department of Environmental Management (IDEM).
 - iii. All burning shall take place between the hours of 7:00 A.M. and 7:00 P.M.
 - iv. All incinerators in which burning takes place shall be maintained properly as specified by the manufacturer and shall be operated only according to the manufacturer's recommendations.
- G. Dignified Destruction of the American Flag
 - a. Old or tattered American Flags, which are not in a condition to provide a fitting emblem for display, shall be destroyed in a dignified manner. Cotton flags may be burned appropriately by an approved organization in a Flag Burning Ceremony.
 - b. The Indiana Department of Environmental Management (IDEM) does not allow the burning of nylon flags in the State of Indiana. The Greenfield Fire Territory encourages the recycling of all nylon flags.
 - c. Approved organizations include:
 - i. Veterans of Foreign Wars (VFW)
 - ii. American Legion
 - iii. Knights of Columbus
 - iv. Elks Lodge
 - v. Boy Scouts of America
 - vi. Girl Scouts of America
- H. Special Event with Open Flame

- a. Any community or civic special events that include any type of open flame shall be approved only by the Fire Chief, or their designee, who has the authority to prohibit open flames if the Fire Chief, or their designee, finds that the open flame may be detrimental to the safety of the bystanders, the community, or emergency responders.
- I. Additional Measures
 - a. The Fire Chief, or their designee, in addition to those measures set forth above, may require additional measures to ensure public safety, including but not limited to:
 - i. Standby fire personnel
 - ii. Standby fire apparatus and equipment
 - iii. Increasing minimum separation distances or specific burning containers.
 - iv. The petitioner shall be responsible for the financial costs associated with these additional requirements.
- J. Enforcement and Abatement
 - a. Any open burning fire that is determined by the Fire Chief, or their designee, to be hazardous, unsafe, or conducted in violation of this section or applicable state law may be immediately extinguished by the Greenfield Fire Territory.
 - b. The cost of extinguishment, mitigation, or response may be assessed to the responsible party.
 - c. Any person found to violate this section shall be subject to fines and penalties as outlined in section 91.170 and any applicable fines or penalties under state law, in addition to any other enforcement action permitted by law.

91.061 VACANT OR ABANDONED BUILDINGS

- A. Vacant or abandoned buildings shall be placarded per IC 36-7-9 and as required by the City of Greenfield Unsafe Building Law, as set out in the City of Greenfield ordinances as amended from time to time.
 - a. The Fire Chief, or their designee, in conjunction with the Greenfield Building Inspector, shall place a placard on the uninhabitable and dangerous building that reads as follows:

DANGER

This Structure is Declared Unsafe for Human Occupancy or Use
 It is Unlawful for Any Person to Use or Occupy This Building After _____
 Any Unauthorized Person Removing This Sign WILL BE PROSECUTED
 Refer to Ordinance No. _____
 Signed: _____

§ 91.062 CERTIFICATE OF OCCUPANCY

- A. Before the issuance of the certificate of occupancy by the City of Greenfield Building Official or the Hancock County Building Official for a class 1 structure, the Greenfield Fire Territory shall cause a final inspection to be made. The results shall be forwarded to the City of Greenfield Building Official or the Hancock County Building Official.
 - a. Occupancy before the issuance of the certificate of occupancy shall result in a fine as outlined in the City Building Code.
- B. Before the issuance of the certificate of occupancy, the Fire Chief, or their designee, shall verify that all fire protection features and systems on new construction, renovation, or remodels of Class 1 structures that were installed, renovated (remodeled), inspected, and tested per the rules of the commission at Title 675 IAC. The results shall be forwarded to the City of Greenfield Building Official or the Hancock County Building Official.
- C. Before issuing the certificate of occupancy for a newly constructed, renovated, or remodeled Class 1 structure, the Fire Chief, or their designee, shall witness a successful acceptance or performance test per the appropriate installation standard or manufacturer's specifications.
- D. Before issuing the certificate of occupancy for a newly constructed, renovated, or remodeled Class 1 structure, the Fire Chief, or their designee, requires the following documentation (if applicable):
 - a. Record of completion for fire alarm systems as required by NFPA 72.
 - b. Contractor's material and test certificate for aboveground piping for sprinkler and standpipe systems as required by NFPA.
 - c. Contractor's material and test certificate for underground piping for private fire service mains, fire hydrants, and piping as required by NFPA.
 - d. Certificate of completion/installation for all special hazard fire suppression systems.
 - e. Air balance test report (Type 1 and 2 exhaust hoods).

EMERGENCY PLANNING

§ 91.070 CROWD MANAGER-WHEN REQUIRED

- A. One (1) trained crowd manager or crowd manager supervisor shall be provided for assembly occupancies up to two hundred fifty (250) occupants.

- B. In the event the occupant load exceeds two hundred fifty (250) occupants, an additional trained crowd manager or crowd manager supervisor shall be provided at a ratio of one (1) crowd manager or crowd manager supervisor for every two hundred fifty occupants (250).
- C. Exception:
 - a. Assembly occupancies used exclusively for religious worship with an occupant load not exceeding 2,000 people.
 - b. The ratio of trained crowd managers to occupants may be reduced if approved by the Fire Chief or their designee, when there exists an approved supervised automatic sprinkler system and the nature of the event warrants a reduction.

§ 91.071 CROWD MANAGER TRAINING QUALIFICATIONS

- A. Crowd managers shall receive training, approved by the Fire Chief or their designee, in crowd management techniques.
- B. The crowd manager shall be:
 - a. At least twenty-one (21) years of age.
 - b. The owner or operator of the business, or under the direct control and supervision of said owner or operator.
 - c. Assure that the facility does not exceed the occupant load limit.
 - d. Capable of initiating a fire alarm, if necessary.
 - e. Capable of directing occupants to exits.
 - f. Capable of assuring general fire and life safety awareness of employees and occupants, including assuring that exit announcements are made.
 - g. Capable of utilizing portable fire extinguishers as necessary.

FIRE SERVICE FEATURES

§ 91.080 ADDRESS IDENTIFICATION

- A. New and existing Class 1 Structures, and tenant spaces shall have approved street address numbers, building numbers, or approved building identification placed in a position that is legible and visible from the street or road fronting the property.
- B. All large facilities or buildings that have numbering on exterior doors shall have doors numbered sequentially on each side of the building. Numbering shall begin on the left side of each building face and proceed to the right along that side. Each door number shall be followed by the cardinal direction of the building face (north, south, east, or west). Numbering shall restart at Door 1 on each new side of the building.

- a. All manual doors and overhead doors will follow the sequence of numbers and not be different.
- b. Example of numbering format.
 - i. South side: 1S, 2S, 3S
North side: 1N, 2N, 3N
East side: 1E, 2E
West side: 1W, 2W, 3W
- C. The address numbers shall be Arabic numbers and English alphabetical letters.
- D. The address numbers shall have a contrasting background.
- E. The minimum size of Arabic numbers and English alphabetical letters for a commercial property shall be a minimum of six (6) inches in height with a minimum stroke width of point five (0.5) inches.
- F. The minimum size of Arabic numbers and English alphabetical letters for a residential property shall be a minimum of four (4) inches in height with a minimum stroke width of point seven five (0.75) inches.
- G. The following Arabic numbers and English alphabetical letters for Class 1 structures shall apply to the building(s) that are set back from the street or road frontage, fronting the property, where the setback is greater than ten (10) feet to the building(s) and tenant spaces during an emergency response (see table below).
- H. Any areas deemed appropriate by the Greenfield Fire Territory shall be marked per the Greenfield Fire Territory requirements.
- I. Multi-tenant buildings, such as commercial strip centers or apartment buildings where the back door is unrecognizable as to which apartment or business it goes to, will have the address on the rear door or near the door of their business or apartment as well.
- J. Class 1 structures that have a road in front and back or to the side shall post an address facing the other road.
- K. Stairwells in apartment complexes shall have an address sign at the base of the stairs that states which apartments are accessible by the stairs.
- L. Apartment complexes shall have a range of addresses at the end of each building, showing which addresses go to that building (see picture below).



Distance Setback from Street to Building		Minimum Arabic Number and Alphabetical Font Size			
From:	To:	Height	Width	Stroke of Line	Placement on Building (Maximum Height)
11 Feet	25 Feet	6 Inches	2.25 Inches	.5 Inch	10 Feet
26 Feet	35 Feet	7 Inches	2.5 Inches	.5 Inch	12 Feet
36 Feet	45 Feet	10 Inches	3 Inches	.625 Inch	14 Feet
46 Feet	55 Feet	10 Inches	3.5 Inches	.75 Inch	16 Feet
56 Feet	65 Feet	10 Inches	4 Inches	.75 Inch	18 Feet
66 Feet	75 Feet	10 Inches	4.5 Inches	.875 Inch	20 Feet
76 Feet	85 Feet	12 Inches	5 Inches	1.0 Inch	22 Feet
86 Feet	95 Feet	12 Inches	5.5 Inches	1.125 Inch	24 Feet
96 Feet	Or more	12 Inches	6 Inches	1.125 Inch	26 Feet

OCCUPANCY	NUMBER HEIGHT	STROKE WIDTH
Commercial/Industrial	6-12 Inches	.5-1.125 Inches
Multiple Unit Residential	6-12 Inches	.5-1.125 Inches
Single Family and Duplex	4 Inches	.75 Inches
Apartment Range Numbers	6 Inches	.5 Inches

§ 91.081 FIRE APPARATUS ACCESS ROAD MARKING

- A. The fire apparatus access road includes fire lanes.
- B. No parking, stopping, or standing of motor vehicles, semi-tractor trailers, delivery vehicles, or other obstructions is permitted within clearly identified fire apparatus access roads on private property.
- C. Stripping, lettering, and signage shall identify the fire apparatus access roads.
- D. The stripping, lettering, and signage shall always be visible and legible.
- E. The property owner shall be responsible for installing and maintaining the fire apparatus, road stripping, lettering, and signage.
- F. No grass pavers are to be used for the fire apparatus access road.
- G. Hammerheads:
 - a. Hammerheads are discouraged for fire apparatus access roads unless there is no other option.

- b. If a hammerhead is installed, it must be blocked by some type of barricade. See section 91.082.

H. Fire Department Access:

- a. A minimum of two means of access shall be provided for:
 - i. Any subdivision with fifty (50) or more single or two-family residential lots.
 - ii. Any development having one or more commercial, multi-family, or industrial structures, three stories or greater in height.
 - iii. Any development having three or more commercial, multi-family, or industrial structures of any height.

I. Fire apparatus access road striping, lettering, and signage:

- a. Road Surface Striping:
 - i. Road surface identification shall be by red traffic paint.
 - ii. Line striping shall be six (6) inches in width to show the boundaries of the fire apparatus access road.
 - iii. The “NO PARKING-FIRE LANE” or “FIRELANE-NO PARKING” shall appear in four (4) inch white reflective lettering at twenty-five (25) foot intervals on the red border markings along both sides of the fire apparatus access road.

Edge of Curb/Pavement



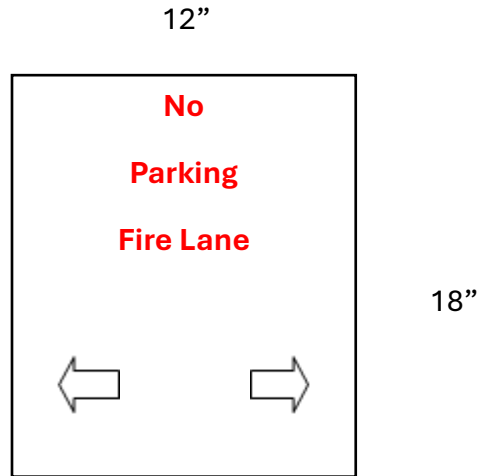
b. Curbs:

- i. Curb lettering shall state “NO PARKING-FIRE LANE” or “FIRE LANE-NO PARKING”.
- ii. Curb letters shall be a minimum of four (4) inches in height in white reflective lettering with $\frac{3}{4}$ inch stroke width at twenty-five (25) foot intervals.

c. Signs:

- i. When signs are provided identifying a fire apparatus access road, the sign shall be permanently affixed to a stationary post.
- ii. The bottom of the sign shall be a minimum of six (6) feet above the finished grade.
- iii. Signs shall have a white reflective background with red reflecting lettering.

- iv. Signs shall have a minimum dimension of twelve (12) inches horizontally by eighteen (18) inches vertically.
- v. Sign lettering shall state “NO PARKING-FIRE LANE” or “FIRE LANE-NO PARKING”.
- vi. Signs shall be provided at intervals that do not exceed fifty (50) feet and provided on both sides of the road.



Sign

White Background with Red Letters

- J. New construction:
 - a. Before the start of construction, the owner or owner’s legal representative shall meet with the Fire Chief or their designee on the location of the proposed fire apparatus access road once the fire apparatus access road enters the private property.
 - b. A site plan shall be submitted to the Fire Chief or their designee, identifying the location of the fire apparatus access road starting from where the fire apparatus access road enters the private property.
- K. Existing fire apparatus access road:
 - a. No changes are permitted to an existing fire apparatus access road, including location, striping, lettering, or signage, without the approval of the Fire Chief or their designee.
 - b. When changes are required to an existing fire apparatus access road, a site plan, including location, striping letters, or signage, shall be submitted to the Fire Chief or their designee for review and approval.
- L. The minimum turning radius will be determined by the largest turning radius to the Greenfield Fire Territory.
- M. Please reference Appendix D of the Indiana Fire Code (675 IAC 22) for additional information on fire apparatus access roads.

§ 91.082 FIRE APPARATUS ACCESS ROAD GATES AND BARRICADES

- A. The Fire Chief, or their designee, may approve the installation of gates or other barricades across fire apparatus access roads that are not a part of the public right-of-way.
- B. Approved gates or barricades shall be provided and maintained by the property owner.
- C. When approved gates or barricades are locked, the owner shall provide and maintain an access key system approved by the Fire Chief, or their designee.

§ 91.083 KEY BOXES

- A. The Fire Chief, or their designee, may institute an emergency key or access system or an approved access key system.
- B. Key boxes shall be manufactured by the Knox Company and keyed to the Greenfield Fire Territory's jurisdiction.
- C. Key boxes shall be installed in a location approved by the Fire Chief or their designee.
 - a. The appropriate size of the Knox Box shall be large enough to accommodate all keys for emergency access.
 - b. The Fire Chief, or their designee, may require additional Knox Boxes based on the hazards or size of the building.
- D. The owner is responsible for installing and providing a key box.
- E. New tenants in a space previously occupied by a different tenant, without a key box, will be required to provide a key box, subject to the provisions below.
- F. Key boxes are required when the building:
 - a. Is protected by an automatic sprinkler system or fire alarm system that is equipped with a local or transmitted water flow alarm.
 - b. Is provided with a fire alarm system equipped with outside audible/visual signaling devices.
 - c. Is provided with any fire alarm system where the fire alarm is transmitted to an off-site location.
- G. The following shall be retained in the Key boxes:
 - a. Labeled keys, key fobs (if required), access cards (if required), including any electronic unlocking devices to provide access to the building, areas within the building that are locked, and protected areas, and all areas of the building.
 - b. Height of building:
 - i. One (1) story:
 - 1. One (1) set of keys.
 - ii. Two (2) to three (3) stories:
 - 1. Two (2) sets of keys.

- iii. Four (4) to Five (5) stories:
 - 1. Three (3) sets of keys.
- c. A minimum of two (2) sets of labeled keys or electronic unlocking devices for the following:
 - i. Fire control station.
 - ii. Alarm system, including:
 - 1. Annunciator panel.
 - 2. Fire alarm control panel.
 - 3. Manual pull stations.
 - 4. Elevator key.
 - iii. Fire Suppression, including:
 - 1. Sprinkler riser(s) rooms.
 - 2. Standpipes.
 - 3. Fire Pump.
 - iv. PIV locks.
- H. When there is a change to any of the keys or electronic unlocking devices, the owner, tenant, or property manager shall notify the Fire Chief, or their designee, within twenty-four (24) hours of the change in the keys or electronic devices.

§ 91.084 ELEVATOR KEY BOXES

- A. When a building is equipped with an elevator(s) and when required by the FPBSC to install an elevator key box, the owner, or his duly authorized agent, shall contact the Fire Chief, or their designee, for the location of the elevator key box.
- B. After installation, the owner, or his duly authorized agent, shall contact the Fire Chief, or their designee, to secure the necessary keys in the box. The necessary keys shall include, but not be limited to:
 - a. Elevator door key.
 - b. Elevator equipment room key.
 - c. Fire department emergency access elevator control keys.
 - d. Secure floor keys.

§ 91.085 WATER SUPPLY

- A. A water supply capable of supplying the required fire flow, for firefighting purposes, as determined by section 91.085 of this article, shall be provided to the property upon which a Class 1 structure, or a portion of a Class 1 structure, is located.
- B. The water supply shall be provided as follows:
 - a. When a water supply is available to the property, fire hydrants and mains shall be installed and capable of providing the required fire flow as determined by section 91.086 of this article.

- b. When a water supply is unavailable, an alternative one may be approved. The alternative water supply shall consist of a pond, stream, river, canal, lake, reservoir, quarry, pressure tank, elevated tank, or other fixed system capable of providing the required fire flow as determined by section §91.086 of this article.
- C. The means of acquiring the water from an alternative water supply shall be accessible, and the Fire Chief or their designee shall approve the connection(s).
- D. The owner shall verify the fire flow requirements with the Fire Chief or their designee before final design and construction.
- E. Out of Service Hydrants
 - a. Fire hydrants that are out of service shall be covered with a bag indicating “Out of Service”.
 - b. Non-functional hydrants shall be made functional.
 - c. The approval for removal of a fire hydrant is determined by the Fire Chief, or their designee, in coordination with the City of Greenfield Water Manager, and verified in writing to the owner.

§ 91.086 FIRE FLOW REQUIREMENTS

- A. In determining the requirements for fire flow, the Fire Chief or their designee shall utilize Indiana Fire Code (675 IAC 22) Appendix B-“Fire Flow Requirements for Buildings” and Indiana Fire Code (675 IAC 22) Appendix C-“Fire Hydrant Locations and Distributions”.
- B. The fire chief or their designee may not make the requirements in Appendices B and C more stringent.
- C. The proposed location of private fire hydrants to supply the required fire flow shall be approved by the Fire Chief, or their designee, before the construction of any Class I structures or any addition to Class I structures.

§ 91.087 FIRE HYDRANTS

- A. The Fire Chief, or their designee, shall use Appendix C of the Indiana Fire Code (675 IAC 22) in determining the location and spacing of hydrants.
- B. One hydrant shall be installed within one hundred (100) feet of any Greenfield Fire Territory connection that serves a standpipe and/or sprinkler system, or as required by the Fire Chief, or their designee.
- C. The fire hydrant shall be installed so that the centerline of the hose outlets is a minimum of eighteen (18) inches above the finished grade, which shall include final landscaping where applicable.
- D. Only approved hydrant wrenches shall be used to open or close a fire hydrant.

- E. The fire hydrant shall have a Stortz connection on the steamer connection and shall face the road, drive, or direction approved by the Fire Chief, or their designee.
- F. A three (3) foot clearance must be maintained around a fire hydrant.
- G. Residential neighborhoods shall have the hydrants spaced no more than 400 feet apart. (Refer to Page 39 City of Greenfield Public Improvement and Design Standards)
- H. All fire hydrants that are connected to a fire pump (manual shut off) shall have a sign that says “Caution High Pressure”, “Make sure fire pump is turned off after use”.
- I. Fire hydrant color-
 - a. Private
 - i. Private hydrants will have barrels painted safety yellow and the bonnets painted to match the main.
 - b. Color-Private Hydrant-Bonnet
 - i. 20” main-Gold
 - ii. 16” main-Orange
 - iii. 12” main-Yellow
 - iv. 10” main-Black
 - v. 8” main-Green
 - vi. 6” main-Red

§ 91.088 EMERGENCY RESPONDER RADIO COVERAGE

- A. During the construction of a new Class 1 structure, the owner shall provide emergency responder coverage compatible with the Hancock County emergency communication system.
 - a. If testing of the emergency communication system within the building does not prove coverage levels measured at the exterior of the building, the owner is required to provide adequate emergency responder radio coverage within the building.
- B. Additions, alterations, renovations, or remodeling to existing Class 1 structures shall be tested to determine if the existing emergency communication has not been reduced to where emergency responders are not provided two-way communication; if the coverage is not adequate, the owner shall provide emergency responder radio coverage.
- C. All repeaters, transmitters, receivers, signal-booster components, remote annunciators and operational consoles, power supplies, and battery charging system components shall be listed and labeled per UL 2524, Standard for In-Building 2-Way Emergency Radio Communication Enhancement Systems.
- D. BDA's
 - a. Applicability

- i. All new and existing Class 1 buildings in the Greenfield Fire Territory's area.
- b. Installation Requirements
 - i. All owners of Class 1 buildings must conduct public safety radio signal strength testing.
 - ii. Installation must be performed by a qualified third-party vendor at their own expense under the supervision of the Hancock County Emergency Communications Department.
 - iii. An FCC license and agreement need to be completed.
- c. Signal Strength Threshold
 - i. If the testing reveals that public safety radio signal strength does not meet the minimum requirements of -95 dBm for voice communications on any floor or in critical areas (including stairwells, basements, and elevator lobbies), the building owner must install and maintain a BDA system that meets the applicable standards.
- d. Installation Compliance
 - i. All BDA systems must comply with current National Fire Protection Association (NFPA) and International Fire Code (IFC) standards, as well as any regulations established by the Integrated Public Safety Commission (IPSC) and/or the Hancock County Emergency Communications Center.
- e. Permit Requirements
 - i. Before installation, the building owner must obtain a permit from the City of Greenfield Building Department and submit a BDA system design for approval by IPSC and the Hancock County Emergency Operations Center.
- f. Inspection and Testing
 - i. Upon installation, the BDA system must undergo inspection and operational testing to verify compliance. Annual testing and recertification are required to ensure continued functionality.
- g. Exemptions
 - i. Single-family residential properties and structures under 25,000 square feet are exempt from this ordinance.
 - ii. Buildings that demonstrate adequate public safety radio coverage without a BDA, as verified by a qualified vendor, are also exempt.

§ 91.089 VEHICLE IMPACT PROTECTION

- A. Where fire hydrants, gas meters, compressed gas containers, and flammable and combustible liquid storage tanks are subject to vehicular damage, as determined by the Fire Chief or their designee, they shall be protected as

outlined in the Indiana Fire Code (675 IAC 22), by the owner or their agent before the issue of the Certificate of Occupancy, or such other times designated by the Fire Chief, or their designee.

- B. Vehicle impact protection shall be installed per the Indiana Fire Code (675 IAC 22).
- C. Any special processes or procedures not addressed in this chapter shall be subject to applications found in the then-current editions of the National Fire Protection Association (NFPA) standards or other recognized Fire Safety Standards, subject to the rules of the FPBSC.

EMERGENCY AND STANDBY POWER

§ 91.090 THIRTY (30) SECOND EMERGENCY LIGHTING ACTIVATION TEST

- A. An activation test of the emergency lighting equipment shall be completed monthly for thirty (30) seconds by the owner or their agent.
- B. The monthly activation test shall ensure the emergency lighting activates automatically upon normal electrical disconnect and stays sufficiently illuminated for thirty (30) seconds by the owner or their agent.

§ 91.091 NINETY (90) MINUTE EMERGENCY LIGHTING POWER TEST

- A. An activation test of the ninety (90) minute power test shall be completed annually for ninety (90) minutes by the owner or their agent.
- B. The annual power test shall ensure the emergency lighting activates automatically upon normal electrical disconnect and stays sufficiently illuminated for ninety (90) minutes by the owner or their agent.

§ 91.092 EMERGENCY LIGHTING ACTIVATION TEST RECORD

- A. Records for the thirty (30) second and ninety (90) minute activation test shall be maintained on the premises for a minimum of three (3) years and submitted to the Fire Chief, or his designee, upon request.
- B. The record must include the location of the emergency lighting tested, whether the unit passed or failed, the date of the test, and the person completing the test.

§ 91.093 PHOTOLUMINESCENT EXIT SIGNS

- A. A copy of the photoluminescent exit sign's manufacturer's cut sheet and installation instructions shall be provided to the building owner, tenants, occupants, and property managers.

- B. Photoluminescent exit sign face surface shall be illuminated at levels required by the manufacturer.
- C. Photoluminescent exit signs charging light source shall be of a type specified by the manufacturer.
- D. Photoluminescent exit signs disposal shall be per the manufacturer's instructions.

FIRE PROTECTION SYSTEMS

§ 91.110 FIRE DEPARTMENT CONNECTIONS

- A. The location of the fire department connection(s) (FDC) is based upon the location of:
 - a. Fire hydrants
 - b. Fire department access roads
 - c. Fire apparatus water supply lines
 - d. Buildings
 - e. Utilities
 - f. Landscaping
- B. The fire department connection shall have immediate access, be in an area that will not interfere with access to the building, be arranged to face the street, driveway, or fire access route, and be placed at a safe operating distance from the building and shall be approved by the Fire Chief or their designee.
- C. The connection shall be a 5" Stortz.
- D. The Stortz connection shall be arranged so that the connection is between thirty (30) and thirty-six (36) inches above the finished grade, sidewalk, or drive at the location of the connection.
- E. Security Caps:
 - a. When the fire department connection(s) or standpipe(s) are exposed to vandalism, the Fire Chief, or their designee, may require that the owner or their agent install a Knox Security cap.
 - b. The Greenfield Fire Territory may institute security caps in its area even if they are not exposed to vandalism.
- F. In multi-tenant buildings, all FDC connections shall be permanently identified by address to indicate the location, or portion thereof, and type of system(s) to which the fire department connection provides service.
- G. In single-tenant buildings, all FDC connections shall be permanently identified by address to indicate the location, or portion thereof, and type of system(s) to which the fire department connection provides service.
- H. The exposed exterior piping for the Greenfield Fire Territory FDC shall be painted if it supplies:
 - a. Red-Sprinkler System

- b. Yellow-Combination Sprinkler/Standpipe
- c. Green-Standpipe
- I. Where multiple post indicator valves are installed, each valve shall be identified by a permanently affixed, weather-resistant sign indicating the zone, system, or riser supplied. Signs shall be durable, clearly legible, and readily visible in all weather and low-light conditions. Reflective signage shall be provided where required by the Fire Chief or their designee.
- J. Class I standpipe system:
 - a. Where a Class I standpipe system is installed in a Class I structure, the interior standpipe connection(s) shall be equipped with an approved two-and-one-half (2 ½) inch to one-and-one-half (1 ½) inch reducer cap, installed by the owner or their agent and approved by the Fire Chief, or their designee.
 - b. Where a Class 1 standpipe system one-and-one-half (1 ½) inch connection exists in existing buildings, the one-and-one-half (1 ½) inch connection(s) shall be equipped with an approved cap, installed by the owner or their agent, approved by the Fire Chief, or their designee.

§ 91.111 OBSERVATION OF ACCEPTANCE TEST

The owner, contractor, or installer for new construction or renovations must contact the Fire Chief or their designee to schedule the acceptance test at least 48 hours in advance.

§ 91.112 REMOVAL OF ANY FIRE PROTECTION SYSTEM

- A. No person shall interfere with, tamper with, or remove any fire protection system, emergency lighting system, fire hydrant, or any other firefighting equipment without first obtaining written approval from the Fire Chief or their designee.
- B. Removal shall follow the FPBSC Rules in 675 IAC.
- C. A tag shall be placed per the IFC 675 IAC 22 and the Greenfield Fire Territory requirements.

§ 91.113 SPRINKLER AND FIRE ALARM SYSTEMS

- A. An approved zone diagram or map, approved by the Fire Chief, or their designee, shall be mounted adjacent to the sprinkler riser if a sprinkler system has multiple zones and shall be installed by the owner or their agent.
- B. An approved zone diagram or map, approved by the Fire Chief, or their designee, shall be mounted adjacent to the fire alarm control panel and annunciator panels if a fire alarm system has multiple zones or areas and installed by the owner or their agent.

§ 91.114 REMOTE FIRE ALARM ANNUNCIATOR PANELS

When a fire alarm is required by the IFC 675 IAC 22 to be installed, a zoning panel and associated controls shall be provided at the entrance that the fire department will use as its main entrance point to the building, and shall be installed per the fire alarm company, per manufacturing specs.

§ 91.115 QUALIFIED CONTRACTORS

- A. At the request of the Fire Chief, or their designee, before performing installation, service, repair, instruction, or maintenance of fire protection systems, the qualified person conducting such function(s) shall submit documentation to the Fire Chief, or their designee, verifying certification, for the company or individual, for each type of fire protection system being installed, serviced, repaired, inspected, or maintained.
- B. Certification shall conform to the requirements as outlined in each applicable NFPA standard or by the manufacturer of such equipment.

EXTERIOR DOORS

§ 91.120 EXTERIOR DOORS

- A. Required exit door(s) or fire department access doors shall not be eliminated.
- B. Approval of the Fire Chief, or their designee, is required before the removal of any exterior door or rendering an exterior door nonfunctional.
- C. Removal of any exterior door shall not reduce the number of required exit(s) door(s) for the occupancy based upon the rule of the FPBSC or the predecessor agency in effect at the time of the original construction.
- D. Exterior doors that have been rendered nonfunctional, as approved by the Fire Chief, or their designee, and which retain a functional door appearance shall have a sign affixed to the interior side of the door which states; "NOT AN EXIT" and if applicable, remove any exit signage at the door or signage indicating path of exit travel to door rendered nonfunctional by the owner or their agent.
- E. Signage shall be affixed to the exterior side of the door stating, "THIS DOOR IS BLOCKED" by the owner or their agent.
- F. Exterior doors that have a hose connection located just inside the exterior door shall be labeled "Hose Connection" by the owner or their agent.
- G. Depending on the size of the building, the Fire Chief or their designee may require exterior doors to be labeled with a number and cardinal direction

and move in a counterclockwise direction from the front door or main entrance by the owner or their agent.

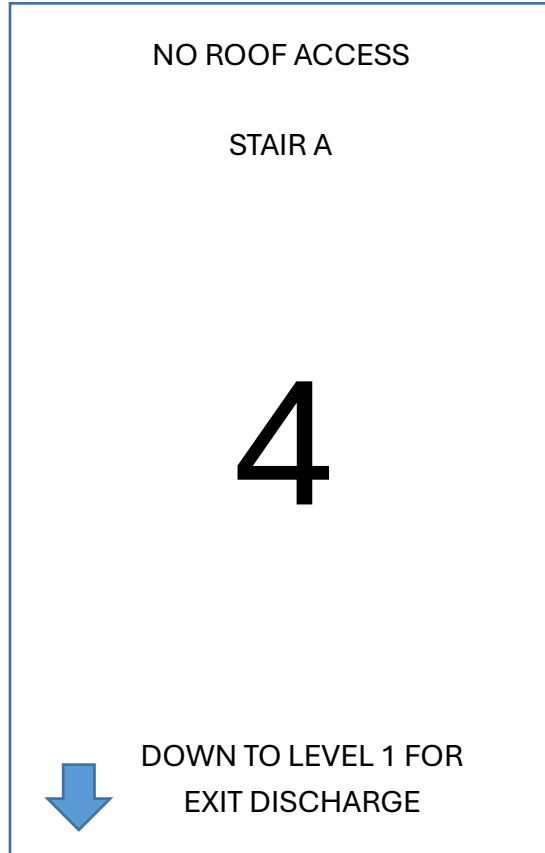
- a. All man doors and overhead doors will follow the sequence of numbers and not be different.
- b. All numbers shall be marked above the door and visible from the access road and marked inside the building.

STAIRWELLS

§ 91.130 STAIRWELLS

- A. A stairway identification sign shall be at each floor landing in an interior exit stairway and ramp connecting more than three (3) stories as outlined and maintained in 675 IAC.
- B. Each required stairwell in a building shall be identified with a letter and a number.
- C. The letter shall start with "A," and the number will be on the floor level.
- D. Each stairwell will have signage on the interior and exterior of each stairwell door indicating the stairwell letter/number designation.
- E. The stairwell with the roof access shall be labeled as well on each floor.

Example Only:
Can be designed however
you want as long as it has
the correct information.



FIREHOSE

§ 91.140 FIREHOSE

- A. It is unlawful for a vehicle to drive over an unprotected firehose that has been laid down on a public or private right-of-way, private driveway, parking lot, or fire department access road in the vicinity of any fire or while in use for any other purpose, or in any way interferes with the use of such hose without the consent of the Fire Chief, or their designee.
- B. Any person found to violate this section shall be subject to a fine set out in the fee schedule of this chapter, §91-170.

FIREWORKS

§ 91.150 CONSUMER FIREWORKS

- A. Under I.C. 22-11-14-6(d), I.C. 22-11-14-10.5, and this ordinance, consumer fireworks may only be used in the Greenfield Fire Territory area during the days and times listed below:

- a. Non-holidays 9:00 P.M. to 11:00 P.M.
 - b. June 29th through July 3rd and July 5th through July 9th, between the hours of 5:00 P.M. and two (2) hours after sunset; however, regardless of the time sunset occurs, no later than 11:00 P.M.
 - c. July 4th between 10:00 A.M. and midnight. In the event the hours to use consumer fireworks listed in I.C. 22-11-14-6(d), I.C. 22-11-14-10.5 (3) conflict with this ordinance, state statute shall control.
 - d. December 31st between 10:00 P.M. and 1:00 A.M. In the event the hours to use consumer fireworks listed in I.C. 22-11-14-6(d), I.C. 22-11-14-10.5 (3) conflict with this ordinance, state statute shall control.
- B. Under I.C. 22-11-14 and this ordinance, public firework shows must have a permit from the Indiana State Fire Marshal's office.
- a. All public firework shows must follow NFPA 1123.
 - b. All necessary paperwork must be submitted to the Greenfield Fire Territory where the show is being held.
 - c. All public firework shows must be inspected by the Fire Chief or their designee, before the show.

§ 91.151 INDOOR PYROTECHNICS

Under I.C. 22-11-14.5-4, the use of indoor pyrotechnics is prohibited.

AUTOMATIC EXTERNAL DEFIBRILLATOR

§ 91.160 AUTOMATIC EXTERNAL DEFIBRILLATOR

- A. Class I structures whose construction is started after the effective date of this chapter shall provide automatic external defibrillators per this article.
- B. Construction start date is determined by the date the building permit is issued by the City of Greenfield Planning Department.
- C. Automatic external defibrillators (AED) shall be installed in occupancy classifications where the calculated occupant load exceeds the number specified as follows:
 - a. Group A-100 occupants or more
 - b. Group B- 300 occupants or more.
 - c. Group E-.
 - d. Group M- 500 occupants or more.
- D. AED shall be provided in the following occupancy classifications:
 - a. Group H.
 - b. Groups I-1, I-2, and I-3.
 - c. Group R-I, three stories or more in height.
 - d. Group R-2, including workout rooms and the pool area.
 - e. Covered malls exceeding fifty thousand (50,000) square feet.

- f. Single-tenant Class I structures exceeding sixty thousand (60,000) square feet.
- E. Class I structures where the floor level of the highest story is located more than three (3) stories above the lowest level of fire department vehicle access.
- F. AEDs shall be installed not more than forty-eight (48) inches above the finished floor. The AED location shall be visible.
- G. If any AED not required by this section is voluntarily installed, an AED shall comply with the requirements of this article.
- H. The owner shall register the installation of any AED with the Hancock County Emergency Operations Center Pulse Point.
- I. The installation and maintenance of the AED device(s) is the responsibility of the owner.
- J. If an owner wishes not to install the AED, the owner may submit an appeal to the Fire Chief per section §91.037 and §91.038.
- K. Each floor shall have an AED installed per D(c) D(d) of this section.

FEES

§ 91.170 FEES, FINES, AND PENALTIES

- A. The Fire Chief, or their designee, shall have the authority to levy fees, fines, and penalties as set out in this chapter.
- B. In addition to imposition of any fee, fine, or penalty, the Greenfield Fire Territory may institute a legal cause of action to enforce the provisions of this Chapter, requesting all legal remedies applicable. In addition to any fee, fine, or penalty provided by this Chapter, the Greenfield Fire Territory shall be entitled to recover all litigation costs and expenses and attorney fees incurred in connection with any such enforcement action, which action shall be filed within the Hancock County, Indiana, court system.
- C. All payments are due within thirty (30) days from the assessment date.
- D. The Greenfield Fire Territory establishes the following fees:

EMS/INCIDENT Report	
Incident Report	\$10(Per Report
Fire Investigation Report	

Fire Investigation Report	\$20
Fire Investigation Pictures	\$25
Open Burning	
(Within 12 months of the Original Offense)	
1st Offense	No Fine
2nd Offense	\$100
3rd Offense	\$250
4th Offense	\$500
Each Additional Offense	\$1,000
Fire Inspections	
Initial Inspection	No Fine or Penalty
1st Re-Inspection	No Fine or Penalty
2nd Re-Inspection	\$75
3rd Re-Inspection	\$150
4th and Subsequent Re- Inspections	\$300
False Alarm Reporting	
1st through 3rd False Alarm	No Fine or Penalty

4th False Alarm	\$100
5th False Alarm and subsequent False Alarms	\$300
Tent Inspection	
Failure to Notify the Fire Marshal and/or Fill Out the Tent Application	\$100
Plan Review	
Building Plan Review	\$150.00 < 50,000 square feet \$300.00 > 50,001 square feet
Fire Hose	
Driving Over Fire Hose	\$1,000 Plus Damages up to and including replacement of the fire hose and shipping cost
Violation of the Stop Work Order	
1st Offense	\$500

Subsequent Fines	\$500 Each Day
Special Event Coverage	
Fire/EMS Coverage	\$50 per Hour/Per person
Failure to Upload Contractor Reports (Each Thirty (30) Days That A Required Report Remains Unsubmitted Shall Constitute A Separate Violation)	
Failure to Submit Report	\$150 (per failure)
Second Offense	\$300
Third Offense and Subsequent Offense	\$500

§ 91.171 DISPOSITION OF FEES COLLECTED

- A. Monies collected shall be deposited with the Greenfield Fire Territory Fire Prevention Fund.
- B. Monies deposited shall be used for community risk reduction as approved by the Fire Chief or their designee.