

# Southern Ozaukee Fire & Emergency Medical Services Department

## Standard Operating Guideline

**Date** 3/13/24

**Board-02 Fire Inspection Fees**

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### **Purpose**

This Guideline is to direct SOFD actions related to charging and collecting of commercial fire inspection fees.

### **Guideline**

#### 1. Imposition of Fee

On at least an annual basis, SOFD must complete an inspection of all public buildings and places of employment pursuant to Wis. Admin. Code § SPS 314.01(13)(b)7. The SOFD Board shall adopt and periodically review the fee charged for completing these inspections, with such fee being included in the SOFD Fee Schedule.

Except where the property is leased to a non-governmental entity, tax supported government owned properties including public schools, vocational education facilities, universities, and public libraries, are exempt from the inspection fee, but not the requirement of an inspection.

#### 2. Invoicing

Invoices for conducting fire inspections will be sent out to the property owner in the fourth quarter of the year. Any invoice remaining unpaid after being sent a second time will be subject to appropriate collection activity.

#### 3. Disputes and Appeals

Any party disputing the imposition of an inspection fee shall provide written notice of their dispute to the Fire Chief. Upon receipt of a written dispute, the Chief, or the Chief's designee, shall investigate the circumstances of the dispute and the validity of the fee imposed, and then provide a written response to the disputing party with the applicable findings. The disputing party may appeal the determination of the Fire Chief by filing a written request with the secretary of the SOFD Board within 15 days of their receipt of the Chief's determination. The Chief's determination shall be provided to the Board at its next regularly scheduled meeting for consideration. Any appeal of the Board's determination shall be made in accordance with Wisconsin law.