

FAQs for Fire Inspection Billing

1. WHY AM I GETTING A BILL?

Multi-Family Dwelling Unit Inspections: To provide for the safety of our community, and in accordance with California law (Health and Safety Code §13146.2 and §17921), a Fire Life/Safety Inspection of all R-2 Occupancies (Multi-Family Residential with 3 or more units under one roof) must be performed annually by uniformed Laguna Beach Fire Department personnel. The inspection focuses on exterior areas such as fire lanes, fire protection systems and emergency exiting, and common areas such as community rooms and laundry rooms. There will not be an inspection of the inside of individual apartments or condominiums.

Annual Fire Life and Safety Inspections for Businesses: To provide for the safety of our community, an Annual Fire Life/Safety Inspection for all commercial properties must be performed annually by uniformed Manhattan Beach Fire Department personnel. The inspection focuses on retail shops, business offices, salons, restaurants and all other places of business (less than 50 people).

Due to the complexity and requirements for these inspections, the Fire Department charges as a cost recovery mechanism for conducting these mandatory inspections and for the necessary support staff and infrastructure of this program.

Please note, these inspections are required by the State and have the main purpose of providing protection to the public health, safety, and general welfare of the occupant(s) in the building.

2. HOW TO READ MY BILL?

State Mandate Insp = State Mandated Inspections for Hotels / Schools / Residential Care Facilities

Multi-Dwelling Insp = Multi-Family Dwelling Unit / Apartment Inspections

Business Insp = Annual Fire Life and Safety Business Inspections

Operational Permit = Places of Assembly with 50+ Persons, Restaurants, Auto Shops, Grocery Stores, Gas Stations, High Pile Storage

Late Penalty 10 percent = Automatic late penalty applied to bill if not paid within 30 days of invoice date

3. WHEN DID YOU START BILLING? I NEVER RECEIVED A BILL IN THE PAST.

On April 12, 2022, the Laguna Beach City Council adopted a fee schedule update for the Fire Department. A comprehensive analysis was conducted by a consultant which recommended adopting and increasing fees to achieve 100% cost recovery for all inspection and permitting services. The Agenda Report, Resolution and Fee Schedule are available for review on the City's and Department's websites.

4. IF I HAVE QUESTIONS, WHO CAN I CONTACT?

Questions about the bill or payment should be directed to the Laguna Beach Fire Department's Billing Specialist at (949) 464-6683.

5. CAN I GET A COPY OF THE INSPECTION REPORT?

Yes, a copy of the inspection report will be emailed to you by the Fire Inspector upon completion of the inspection. Furthermore, you may refer to the contact information above to request a copy of the inspection report.

6. HOW CAN I PAY THE BILL?

(1) **Mail check payment with the bottom portion of the invoice to:**

Laguna Beach Fire Department
Attention: Senior Administrative Analyst
505 Forest Ave, Laguna Beach, CA 92651.

(2) **Pay in Person:**

Visit City Hall Drop Box or Revenue Counter located at: **505 Forest Avenue, Laguna Beach, CA 92651.** Ensure that the check is accompanied by the bottom portion of the invoice.

7. WHERE WOULD I FIND THE FEE SCHEDULE FOR INSPECTIONS?

[Please click this link to be directed to the Fire Department's Schedule of Fees.](#)

8. I DIDN'T SEE ANY FIRE INSPECTORS IN MY BUILDING. HOW DO I KNOW THIS INVOICE IS LEGITIMATE?

To discuss your inspection with staff, or see a copy of your inspection report, contact our office, and ask to speak to the Fire Marshal or Fire Inspector at: (949) 497-0700.

9. HOW DO I KNOW IF AN INSPECTOR IS LEGITIMATE?

Laguna Beach Fire Department inspectors wear Fire Department uniforms and badges. Do not be shy to ask for identification and if in doubt, you may call our office at (949) 497-0700. LBFD inspectors will never ask you for money, financial information, or issue bills or invoices on-site. We may ask for contact information (name, address, phone, email) for the correct point of contact.

10. WHAT ARE INSPECTORS LOOKING FOR?

During an inspection, Fire Inspectors are looking for fire hazards in all public spaces, which include areas like stair shafts, hallways, corridors, exit balconies, assembly rooms, utility and laundry rooms, storage areas, and garages. If buildings are equipped with fire alarms or automatic sprinkler systems, records of service/certification will be required to ensure these systems are being professionally serviced/certified, and are maintained in proper working order.

11. IF I DID NOT PASS MY INSPECTION, HOW MUCH TIME DO I HAVE TO MAKE THE CORRECTIONS? CAN I REQUEST AN EXTENSION?

Corrective actions must be addressed within **15 days** of the inspection. If an extension request is necessary, please contact your Fire Inspector or call our office at (949) 497-0700.