***FIRE HAZARD COMPLAINT PROCESS***

Thank you for your request for a fire hazard complaint form. The Spokane Valley Fire Department appreciates the fire prevention help received from concerned citizens.

Enclosed is a complaint form to be completed and returned to the address above. As soon as the signed form is received, the complaint will be assigned to an inspector. The inspector will assess the property in question and determine the fire risk.

The three possible results of this inspection are as follows:

1. No fire hazard at this time.
2. Low to moderate risk of fire. Property owner/tenant will be notified.
3. High risk. Owner/tenant will be issued a notice and a deadline to comply with the International Fire Code.

Again, thank you for your concern and your fire prevention efforts.

Spokane Valley Fire Department
Fire Prevention Bureau
FIRE HAZARD COMPLAINT
SPOKANE VALLEY FIRE DEPARTMENT
FIRE PREVENTION BUREAU
2120 N. WILBUR
SPOKANE VALLEY, WA 99206

THIS SECTION IS ABOUT THE VIOLATION-BE AS CONCISE AND COMPLETE AS POSSIBLE
ONE PROPERTY PER COMPLAINT FORM, PLEASE. COMPLETE ALL SECTIONS OF THIS
FORM, (INCLUDING THE BACK), AND RETURN TO THE ABOVE ADDRESS.

VIOLATION INFORMATION:
ADDRESS OF THE VIOLATION: ____________________________________________

IF NO ADDRESS IS AVAILABLE, PROVIDE A DETAILED DESCRIPTION:
________________________________________________________________________
________________________________________________________________________

PROPERTY OWNER (IF KNOWN): ____________________________________________

OCCUPANTS OF PROPERTY (IF KNOWN): __________________________________

PHONE NUMBER: __________________________

EXPLANATION OF FIRE HAZARD: __________________________________________
________________________________________________________________________
________________________________________________________________________

COMPLAINANT INFORMATION: (REQUIRED)
YOUR NAME: ____________________________________________________________

YOUR ADDRESS: __________________________________________________________
________________________________________________________________________

HOME PHONE NUMBER: __________________ WORK PHONE NUMBER: _______

IF NECESSARY, MAY WE HAVE PERMISSION TO ENTER YOUR PROPERTY TO VIEW THE SUBJECT
VIOLATION? YES ☐ NO ☐

CONFIDENTIALITY PREFERENCE: If you believe that disclosure of your identity would endanger your life,
physical safety, or property, you may request that your identity not be disclosed under Chapter 42.56.240 RCW.
Disclosure of information revealing your identity will depend on application of this Chapter (the Public Disclosure Law),
other applicable laws and whether the complaint is criminally prosecuted. With those understandings, if you prefer that
your identity NOT be disclosed, simply write your initials in the space at the end of this sentence. ______________________

SIGNATURE: ___________________________________ DATE: ____________________

(SEE BACK OF FORM)
Please complete the following questions to help determine the risk to your property:

### RISK FACTORS OF FIRE HAZARD
(To be completed by complainant)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there evergreen trees within 10 feet of the hazard?</td>
<td></td>
</tr>
<tr>
<td>Are there dry weeds or grass three feet tall within 10’ of the property line?</td>
<td></td>
</tr>
</tbody>
</table>

Approximate distance from the hazard to a structure on your property? _____ ft

Total area of hazard _____ ft x _____ ft = _____ total square footage

(length)         (width)

Spokane Valley Fire Department will inspect the property in question to determine if the adjacent properties are in danger. If a threat to your property is determined, a letter will be sent of the violation with a date set to comply.

A property owner can be a fire hazard/danger to his/her own property. Action can only be taken if they pose a threat to adjacent properties and/or structures.

### TO BE COMPLETED BY SPOKANE VALLEY FIRE DEPARTMENT INSPECTOR

<table>
<thead>
<tr>
<th>Inspected by:</th>
<th>Low</th>
<th>Med</th>
<th>High</th>
<th>Risk Assessment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection date:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Violation letter sent? Date:</th>
<th>Certified</th>
<th>Non-Certified</th>
<th>Rec’d certified letter acknowledgement Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-inspection Date: (If required)</td>
<td>Low</td>
<td>Med</td>
<td>High</td>
</tr>
<tr>
<td>Referral to the County or City?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Completed Date: