



Swanton Fire and Rescue Division

432 Church Street, Swanton, Ohio 43558

Phone: (419) 825-1455

Fax: (419) 825-5258

FirePrevention@villageofswantonohio.us

12/11/21

Dear Property Owner,

Fire Inspection Program

- Improve safety
- Improve response
 - Please complete the included forms

The Village of Swanton operates under the Ohio Fire Code, of which Section 101.2.2 requires inspections of commercial properties to ensure adequate fire prevention measures are in place at each business location. To work toward and expand Fire Prevention services to our business owners, Swanton Fire and Rescue Division has developed a new Fire Safety Inspection Program effective January 1, 2022.

The goal of this Program is to ensure that all businesses, occupancies, and events are safe, successful, and in accordance with Ohio Fire Code. To meet that goal, each business in the jurisdiction of Swanton Fire and Rescue will be required to undergo regular inspections. Due to the number of businesses impacted in this first year of the Program, to ensure there is adequate time given to each inspection, and because I will serve as the inspector for every business, inspections will be occurring throughout the entire year.

Regular fire and safety inspections reduce the threat of fires to the business and the residential community, and help ensure our residents and visitors are protected from fire-related emergencies as much as possible. While we understand the inspections can be stressful, especially for business and property owners new to the process, our goal is to make every inspection successful and reduce concerns for you, the business owner. To make this process easier on both of us, and to support a positive outcome to every inspection, you will find a few important documents with this letter.

First, there is an informational page you are asked to complete and return to Swanton Fire and Rescue Division using the contact information at the top of this letter. Method of return is your choice and includes mailing the form, dropping it off at the Swanton Fire and Rescue station, faxing it, or emailing a scanned copy to FirePrevention@villageofswantonohio.us. If you prefer, you can also request to receive and complete an electronic version of the form by emailing FirePrevention@villageofswantonohio.us. The form collects information which will ensure the correct person(s) is contacted for inspection and we have information we need before visiting your place of business.

Second, I have included short brochure, "Preparing for Your Fire Safety Inspection", which has a checklist of the hazards commonly identified during fire safety inspections. By addressing these hazards prior to inspection, you can help ensure it's more successful and less stressful.

As with all we do here at Swanton Fire and Rescue Division, we are dedicated to your safety and wellbeing, and that of all our residents and visitors. If you have questions about the new Fire Safety Inspection Program, please contact me at the address, email, or number above. I look forward to visiting your business in the coming year.

Yours in safety,

A handwritten signature in black ink that reads "Kathryn Cleland". The signature is written in a cursive, flowing style.

Lieutenant Kate Cleland
Swanton Fire and Rescue Division