



City of Virginia Beach

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Virginia Beach Fire Department Fire Watch Requirements

Business Name: _____ Incident Number _____

Business Address: _____

Inspector Notified: _____ Date _____ Time _____

Reason for Fire Watch: _____

The required fire protection equipment for this premises, was determined to be inoperable. Normally, this would prompt a requirement to evacuate the building; however, as an alternative you may establish a fire watch until the fire protection equipment/system is returned to full service.

If you agree to establish a fire watch, the following criterion shall be employed:

- A responsible adult must routinely make rounds of the structure, at thirty (30) minute intervals, to observe any conditions that may cause a fire. A log shall be kept with date, time and responsible person making the rounds.
- If a fire is discovered or suspected; **immediately** notify the Virginia Beach Fire Department by dialing 911; notify all residents and /or person(s) in the immediate vicinity, and recommend evacuation of the premises.
- The responsible person assigned the task of “fire watch” shall not perform any other duties while performing the duties of a “fire watch” (i.e. sweep floors, empty trash, etc).

The City of Virginia Beach Communications Center (757-385-3111) shall be notified when the fire protection equipment/system is fully operational and back in service. **A fire watch is not officially discontinued until confirmed by a representative of the Fire Marshal’s Office.**

These requirements were explained to the responsible person by the fire official.

Fire Official / Date / Time

I agree to establish a fire watch according to the criteria herein set forth. I affirm I am the responsible party for the premises identified and will hold the City of Virginia Beach, Virginia harmless for any damages incurred from the enactment of this agreement.

A fire watch permit fee of \$25.00 is required after forty-eight (48) hours or by the first business day after the failure of a fire protection system and is required every seven (7) days thereafter.

Responsible Party (Print Name) _____ I accept this as my digital signature, initials: _____

Date _____ Responsible Party Phone Number _____