This policy is promulgated in accordance with Section 104.1 of the 2015 International Fire Code; it is intended for clarification of the 2018 International Fire Code (IFC) and is an official interpretation of Section 901.7 of the 2018 IFC.

The following shall apply to the records of all system inspection, tests and maintenance for fire protection systems:

Section 901.7 of the 2018 IFC reads as follows: “Where a required fire protection system is out of service, the fire department and fire code official shall be notified immediately...” It is the opinion of the Fire Marshal that all inspection, testing and maintenance reports that document deficiencies shall be submitted to the fire prevention bureau. The following is the Des Moines Fire Prevention Bureau’s policy on when an inspection, testing or maintenance report is required to be submitted to the Des Moines Fire Prevention Bureau:

1.) Any inspection, testing, or maintenance that discovers a deficiency that is not corrected immediately shall be submitted (postmarked or hand delivered) to the DMFD Fire Prevention Bureau within 10 business days from the date of inspection. These reports shall be submitted to:

Des Moines Fire Prevention Bureau
Attn: Fire Protection System Deficiency Reporting
2715 Dean Avenue
Des Moines, Iowa 50317

Or Email: firereports@dmgov.org

2.) Any inspection, testing or maintenance that does not produce a deficiency or is corrected immediately does not need to be and shall not be forwarded to the DMFD Fire Prevention Bureau.

3.) This policy does NOT apply to new construction acceptance testing.

Any comments or questions regarding the above information may be submitted to:

Office of the Fire Marshal
City of Des Moines Fire Department
Fire Prevention Bureau
2715 Dean Avenue
Des Moines, Iowa 50317
Office: (515) 283-4242
Fax: (515) 283-4907
Email: firedept@dmgov.org