

To: Smiths Falls Fire Department, Fire Prevention Division
77 Beckwith St. North
Smiths Falls, Ontario
Fax # (613) 283-4764

From:

Owner's Name: _____

Owner's Address: _____

Business Name: _____

Business Address: _____

Date: _____

Dear Sir,

RE: Letter of Commitment re: _____

(Address of inspected property)

I refer to the Fire Safety Inspection Report issued to me on _____ .
(date of inspection)

I hereby undertake to correct the Fire Code violations described in the above-mentioned report but would require extra time. To this effect, I hereby apply for an extension of time until _____ by which time the following Fire Code violations will have been corrected.

| Fire Code Reference | Reason for extension of time |
|---------------------|------------------------------|
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I understand that the extension of time to comply is subject to review by the Ottawa Fire Prevention Division and may or may not be approved. As the owner, I understand that I am responsible for the compliance of all Fire Code requirements and am responsible for any liability caused by my non-compliance during the extension period. I also understand that failing to correct the Fire Code violations may result in prosecution.

Yours truly,

Signature of Owner

Notes to Owners

Procedure regarding Letter of Commitment:

1. Because of the fact that you have violated the fire safety provisions of the Fire Code, the Smiths Falls Fire Prevention Division will take enforcement actions to obtain compliance.
2. You have up to five working days to advise the Smiths Falls Fire Prevention Division whether or not you are committed to correct the Fire Code violations on your premises.

It is not a legal requirement for you to use this form letter. This form letter is prepared to assist you to make an application for an extension of time if you so wish.

4. The Fire Prevention Inspector who hands you this document would have explained to you that in the absence of a Letter of Commitment, five working days from the time this document is given to you, the Smiths Falls Fire Prevention Division will automatically proceed with legal action against the offender(s) in accordance with Part III of the Provincial Offences Act.
5. You may either fax the Letter of Commitment to the number that appears on the form letter, or send the Letter by mail, or deliver the Letter in person to this office. It is your responsibility to ensure that the Letter of Commitment has been received.
6. Your application will be accepted or denied shortly after receipt.
7. The Fire Prevention Officer/Inspector will advise you accordingly.