



**County of Sonoma - FIRE PREVENTION DIVISION**  
**Vegetation Management Inspection Report: Improved Property**

- INSPECTING AGENCY:** \_\_\_\_\_  
 Inspecting Agency Address: \_\_\_\_\_  
 Inspecting Agency Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- County of Sonoma Fire Prevention:** 2300 County Center Dr., #220B | Santa Rosa, CA 95403  
 PHONE: Vegetation Management (707) 565-8875 | Main Office: (707) 565-2361  
 Email: veg-mgmt@sonoma-county.org | Web: sonomacounty.ca.gov/PRMD/Fire-Prevention

Property Owner Name: \_\_\_\_\_  
 Property Owner Mailing Address: \_\_\_\_\_  
 Mailing City, State, Zip: \_\_\_\_\_  
 Property Assessor's Parcel Number (APN): \_\_\_\_\_  
 Property Street Address: \_\_\_\_\_ Property City: \_\_\_\_\_  
 Occupant Name (If different from Property Owner): \_\_\_\_\_  
 Occupant Phone: \_\_\_\_\_ Occupant Email: \_\_\_\_\_

**NOTICE OF VIOLATION AND ORDER TO ABATE: Improved Parcels**

*Sonoma County Fire Code (SCC) Chapter 13A-1 applies to improved parcels in unincorporated State Responsibility Areas:*

**DATE OF NOTICE AND ORDER (Inspection Date):** \_\_\_\_\_

**You must ABATE the violations noted below within 30 business days of the date of this Notice, on or before** \_\_\_\_\_.

**SEE REVERSE FOR FURTHER INFORMATION.**

<b>Inspection #1</b>	Date: _____	<input type="checkbox"/> Violation(s) exist	<input type="checkbox"/> No Violation(s) noted
Inspecting Agency: _____	Inspector Name: _____		
Inspector Phone/Email: _____	Reinspection will be on or after: _____		
<hr/>			
<b>REINSPECTION:</b>	Date: _____	<input type="checkbox"/> Violation(s) exist	<input type="checkbox"/> No Violation(s) noted
Inspecting Agency: _____	Inspector Name: _____		
Inspector Phone/Email: _____			
<i>If the violations are not abated within 30 days, an Administrative Citation Order and a court order may follow immediately after re-inspection. All costs for inspection, attorney's fees to obtain a court order and abatement work will be collected from the property owner and liens placed on the property. See Reverse.</i>			

Inspection #	Reinsp.	Description of Hazard. <u>See reverse for code references and further information.</u>
<b>1</b>	<b>Reinsp.</b>	<b>Defensible Space Zone (within 30 feet of structures or to the property line)</b>
		A. Remove all branches within 10 feet of any chimney or stovepipe outlet, pursuant to PRC § 4291(a)(4) and 14 CCR § 1299.03(a)(2).
		B. Remove leaves, needles or other vegetation on roofs, gutters, decks, porches, stairways, etc. PRC §(4291)(a)(6) <sup>1</sup> , SCC 13A-4(a)(6) <sup>2</sup>
		C. Remove all dead and dying trees, branches and shrubs, or other plants adjacent to or overhanging buildings, pursuant to PRC § 4291(a)(5) and 14 CCR § 1299.03(a)(2).
		D. Remove all dead and dying grass, plants, shrubs, trees, branches, leaves, weeds and needles, pursuant to 14 CCR § 1299.03(a)(1).
		E. Remove or separate live flammable ground cover and shrubs, pursuant to PRC § 4291(a)(1) and Board of Forestry General Guidelines item 1.
		F. Remove flammable vegetation and items that could catch fire which are adjacent to, or below, combustible decks, balconies, and stairs, pursuant to 14 CCR § 1299.03(a)(4).
		G. Relocate exposed wood piles outside of Zone 1 unless completely covered in a fire-resistant material, pursuant to 14 CCR § 1299.03(a)(3).
		<b>Reduce Fuel Zone (within 30-100 feet of all structures or to property line)</b>
		H. Cut annual grasses and forbs down to a maximum height of 4 inches, pursuant to 14 CCR § 1299.03(b)(2)(B). To avoid erosion, do not cut to bare mineral soil. Trimmings may remain on the ground. PRC §(4291)(a)(1) <sup>1</sup>
		I. Remove fuels in accordance with the Fuel Separation or Continuous Tree Canopy guidelines (see back), pursuant to Board of Forestry General Guidelines item 4.
		J. All exposed woodpiles must have a minimum of 10 feet clearance, down to bare mineral soil, in all directions, pursuant to 14 CCR § 1299.03(b)(2) (C).
		K. Dead and dying woody surface fuels and aerial fuels shall be removed. Loose surface litter, normally consisting of fallen leaves or needles, twigs, bark, cones, and small branches, shall be permitted to a maximum depth of 3 inches, pursuant to 14 CCR § 1299.03(b)(2)(A).
		<b>Defensible and Reduce Fuel Zone (within 100 feet of all structures and property line)</b>
		L. Logs or stumps embedded in the soil must be removed or isolated from other vegetation, pursuant to Board of Forestry General Guidelines item 3.
		<b>Other Requirements</b>
		M. Outbuildings and Liquid Propane Gas (LPG) storage tanks shall have 10 feet of clearance to bare mineral soil and no flammable vegetation for an additional 10 feet around their exterior, pursuant to 14 CCR § 1299.03(c)(1).
		N. Address numbers shall be displayed in contrasting colors (4" min. size) and readable from the street or access road, pursuant to 2016 CFC § 505.1.
		O. Equip chimney or stovepipe openings with a metal screen having openings between 3/8 inch and 1/2 inch, pursuant to 2016 CBC § 2113.9.2.

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

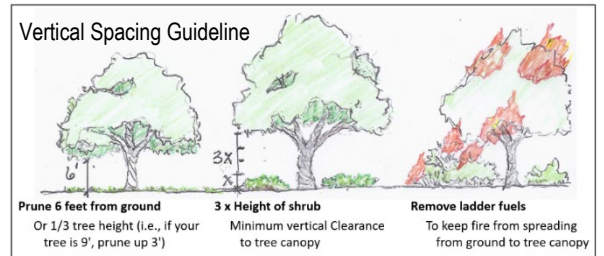
# You are your home's first line of defense against wildfire

Preparing your home for wildfire by reducing highly flammable vegetation will help firefighters safely defend your home in the event of a fire. This inspection is an opportunity to learn how to prepare for wildfire. The intensity of fuels management may vary within the 100 foot perimeter of the structure, the most intense management requirements shall be within the first 30 feet around the structure, with special attention within 5 feet of structures. State Defensible Space standards will soon include requirements for the "Zone Zero" noncombustible area, which extends from structures to five feet. Visit [ReadyforWildfire.org](http://ReadyforWildfire.org) for details.

**Fuel reduction does not mean cutting down all trees and shrubs, or creating bare earth across the property!** Fuel reduction means reducing grass, shrubs, ornamental plants, dead and dying plants, ivy, and other overgrown vegetation so that a fire can't easily transfer from the ground to nearby structures or up into trees. Providing separation between vegetation and/or reshaping vegetation by trimming can provide emergency personnel a point of defense from which they can protect a structure from an approaching wildfire, or protect the forest from an escaping structure fire.

**Vertical Spacing** eliminates vertical "fire ladders" that can move flames from ground into tree tops.

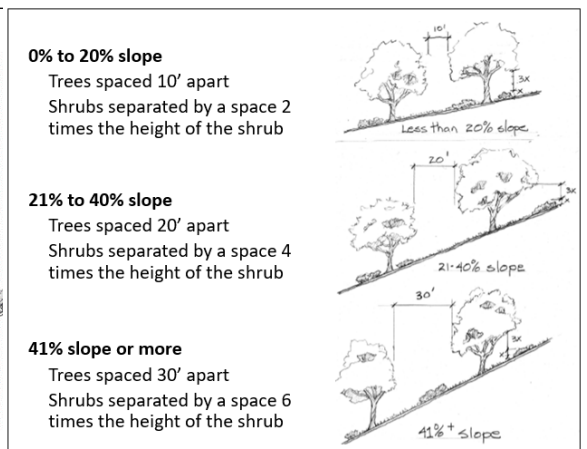
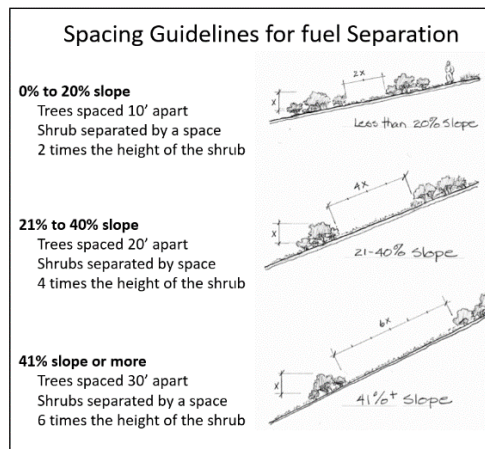
- Remove lower branches to create a 6 foot minimum clearance (or 1/3 tree height)
- Create vertical spacing between shrubs and lowest branches of trees as suggested in the guideline graphic to the right.



Graphics courtesy of Ellie Insley

## Horizontal Spacing: Breaking up fuel continuity

The spacing between grass, shrubs, and trees is crucial to reduce the spread of wildfire across the ground. Spacing is determined by the type and size of the shrubs and trees, as well as the slope of the land. For example, a property on a steep slope with larger plant life will require greater spacing between trees and shrubs than a level property that has small, sparse



vegetation. Use the illustrations as guidelines to reduce fuels within 100 feet of buildings.

## Riparian Corridor Combining Zone.

Vegetation management in Riparian Corridor Combining Zone streamside conservation areas is subject to the allowed land uses, activities and permit requirements set forth in Chapter 26-65-040 of the Sonoma County Code. Owner shall also comply with all other federal, state and local laws, including environmental protection laws.

Visit [ReadyforWildfire.org](http://ReadyforWildfire.org) for detailed information on defensible space, ignition-resistant building materials and home hardening, and wildfire and emergency preparedness.

For specific questions about your inspection, please call the Fire District or inspector listed on the inspection form first. For general questions, you can refer to Permit Sonoma Fire Prevention Division's website, [SonomaCounty.ca.gov/FirePrevention](http://SonomaCounty.ca.gov/FirePrevention), or e-mail [Veg-Mgmt@sonoma-county.org](mailto:Veg-Mgmt@sonoma-county.org) or phone at (707) 565-8875.

**Our Residential Chipper Program can help chip vegetation cut for defensible space.**

Seasonal demand for the chipper program can be high, and there may be delay between request and arrival. Visit [SonomaCounty.ca.gov/Fire-Prevention/Chipper-Program](http://SonomaCounty.ca.gov/Fire-Prevention/Chipper-Program) for program guidelines.

**NOTICE OF VIOLATION & ORDER:** If you are in violation of State and/or Local Fire Codes and Ordinances as indicated, you are hereby ordered to correct the noted fire safety hazards within 30 calendar days of the date of this Notice to bring your property into compliance. A re-inspection will be conducted on or after the REINSPECTION DATE set forth within this Notice and Order. Properties not in compliance after the first inspection may be subject to an inspection fee for each inspection.

**ADMINISTRATIVE CITATION.** If the violations have not been abated within 30 days, an Administrative Citation will be issued. Pursuant to Sonoma County Code section 1.7.6, a fine of \$100 will be due. In addition to penalties, all inspection costs, attorney's fees to seek a court order and abatement costs will be due and liens will be placed on the property. The Administrative Citation Order may be recorded on the property until the violations have been abated, and all costs and penalties have been paid.

**RIGHT TO APPEAL.** Any person adversely affected by the Administrative Citation may appeal this Administrative Citation in writing within thirty (30) days after service of the Administrative Citation pursuant to 1-7.6 and 13A. **The appeal process includes the right to an appeal hearing. If a hearing officer finds that a violation exists, you may be responsible for paying the County's administrative costs including, but not limited to, administrative overhead, salaries, and expenses incurred as a result of the hearing.**