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David A. Pennington
Fire Chief

September 9, 2021

Ozarks Alliance to End Homelessness
330 N Jefferson Avenue A
Springfield, MO 65806

Mrs. Dankert,

As summer begins turning to fall the need for planning and completion of the process to provide for safe shelter options for our unhoused neighbors, in coordination between the Ozarks Alliance to End Homelessness and the City of Springfield, begins in earnest ahead of a drop in temperature.

As we prepare for this season, I want to provide an outline and reminder of the process required for obtaining the necessary variance to the Fire Code from the Fire Department, and issuance of a Temporary Certificate of Occupancy from Building Development Services, allowing a building to serve as an overnight shelter.

1. A representative from the Ozarks Alliance to End Homelessness (OAEH) shall contact Fire Department Headquarters at 417-874-2300 at least 15 business days in advance of the date desired for the shelter to open and request an inspection for the purpose of use of a building for an overnight cold weather shelter. The address, name of the occupancy, point of contact and contact information should be provided.
2. A fire safety inspection will be scheduled for completion with a Fire Marshal. It is important to have a representative of the occupancy present during this inspection to provide authority for access for the inspection and to receive any notice of deficiency needing correction.
3. The results of the fire safety inspection are provided to the Fire Chief for review. Upon review and consideration, a letter indicating any conditional requirements for operation as an overnight shelter and indicating an approved variance to the Fire Code for a defined time period, may be issued. This letter is provided to the listed point of contact and to the Director of Building Development Services (BDS).
4. Upon receipt of the approved variance to the Fire Code, an inspection by a BDS inspector will be scheduled.
5. A building inspection will be schedule for completion by a BDS inspector within 48 hours of notification from the Fire Department. It is important to have a representative of the occupancy present during this inspection to provide authority for access for the inspection and to receive any notice of deficiency needing correction.

We are the Springfield Fire Department, a professional organization dedicated to serving our community.

6. Upon completion of a satisfactory inspection by the BDS inspector, the Director of BDS will be notified and may authorize a Temporary Certificate of Occupancy (TCO) permitting the occupancy to be used as an overnight shelter.
7. The point of contact for the occupancy and for the OAEH will be notified of the approval and issuance of the TCO.

Thank you to the OAEH for your continued partnership with the City of Springfield in addressing the needs of our community. Please feel free to contact me with any questions or concerns so they may be answered or addressed.

Respectfully,

A handwritten signature in black ink, appearing to read 'David Pennington', with a stylized flourish at the end.

David Pennington
Fire Chief