



**KERRI L. DONIS, CFO, EFO, MSOL
FIRE CHIEF**

Timothy V. Henry, Fire Deputy Chief
Community Risk Reduction, Training, and Support Services Command
(559) 621-4181 ♦ FAX (559) 498-4323
Fresno Fire Department ♦ 911 H Street ♦ Fresno, CA 93721-3082

FIRE INDUSTRY BULLETIN

SCOPE

Charges for fire-related direct submittal plan review service.

This bulletin is applicable to all companies, contractors, designers, etc.

PURPOSE

The purpose of this bulletin is to clarify Department policies related to charges for service related to direct submittal, “in process” plan reviews, and questions related to specific projects.

BACKGROUND

In 2011 and 2012, the Department undertook a full scale review of its Master Schedule of Fees related to charges for service provision. As a result of that review, several areas related to provision of service charges were identified in need of update.

One of these areas was addressed in the Cost Recovery Evaluation section of the technical report prepared during this update. A general means of selecting an appropriate cost recovery target is to consider the public and private benefits of the service or activity in question.

This is done by considering two questions:

To what degree does the constituency at large benefit from the service?

and;

To what degree does the individual or entity requesting, requiring, or causing the service to be performed benefit?

At several points in time, various parties request information from staff related to functions the parties perform. For instance, designers contact Department staff for code interpretations related to design elements they propose, etc. Processing these requests divert valuable staff resources from performing services related to other projects that do not pose these same inquiries.

“To protect and put service above all else.”

When considered in the context of the two questions above, the individual or entity requesting, requiring, or causing the service to be performed benefits directly from this staff time and will be charged at the standard Fire Department plan review rate for providing these services when the inquiry is related to a direct submittal, "in process" plan review. These charges will be added to the related permit fee on an hourly basis.

After careful deliberation, the Department has instituted this policy to enhance the level of service provided to both those that require these extra services, as well as those that do not.

This policy also reflects the changes that have occurred with available on-duty fire prevention resources.

This policy is effective May 21st, 2014.