



FIRE PREVENTION MANUAL

ADMINISTRATIVE REQUIREMENTS

401.001 APPOINTMENT CANCELLATION

EFFECTIVE: JUNE 2008

SCOPE

This policy clarifies the Fresno Fire Department's (FFD or Department) requirements for canceling new construction and five year test appointments.

PURPOSE

This policy has been established to provide direction for the timely cancellation of scheduled new construction and five year test appointments to ensure all contractors needing appointments are accommodated in a timely manner.

BACKGROUND

In order to provide timely service to all contractors requesting inspections from the Fire Prevention Division, new construction and fire year test appointments are scheduled on a daily basis. As the Fire Prevention Division strives to provide more efficient services, it was determined that there is a need to set parameters on the cancellation of new construction and five year test appointments scheduled on a daily basis. When a contractor does not cancel an appointment in a timely manner, it does not allow sufficient time for staff to accommodate other contractors requesting an inspection.

REQUIREMENTS

When a contractor realizes they will not be ready for an inspection during their scheduled appointment, they must call the Fire Prevention Division and re-schedule the appointment a minimum of one business day prior to the scheduled appointment. If a contractor does not call and re-schedule the appointment one business day before, they will be charged a re-inspection fee in accordance with the Department's Re-inspection Fee Payment Policy (SEE: *Re-inspection Fee Payment Policy No. 401.003*), and the currently adopted Master Fee Schedule.

CROSS REFERENCES

City of Fresno Master Fee Schedule

Fire Prevention Policy
Section 401.003, Re-Inspection Fee Payment