



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

Theodore F. Semonious, Deputy Fire Chief/Fire Marshal
Prevention and Technical Services Division
(559) 621-4181 ♦ FAX (559) 498-4323
Fresno Fire Department ♦ 911 H Street ♦ Fresno, CA 93721-3082

FIRE INDUSTRY BULLETIN 2016-003

SCOPE

This bulletin clarifies the Fresno Fire Department (FFD or Department) requirements for the timely retrieval of plans that have been reviewed by FFD staff for projects within the City of Fresno and contract service areas.

This bulletin is applicable to all companies submitting plans to FFD for review and approval.

PURPOSE

This bulletin will provide direction regarding the requirements for the timely retrieval of plans that have been reviewed by FFD staff.

BACKGROUND

Plans are submitted to the FFD for review and approval on a regular basis. With the volume of plans reviewed by staff and the need to move projects forward quickly, the Department does not have the space or resources to manage a large volume of outstanding plans.

REQUIREMENTS

Once a company has been notified that their plans are ready to be picked up (due to corrections needed on the submittal, or the plans have been approved), that company has 30 calendar days to retrieve plans and pay all applicable fees. After 30 calendar days, FFD will suspend acceptance of any new plans from the company until the outstanding plans have been picked up and all applicable fees have been paid.

This policy is effective July 1, 2016 until revoked.

“To protect and put service above all else.”