Sacramento Metropolitan Fire District
Community Risk Reduction Division

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KURT P. HENKE
Fire Chief

SACRAMENTO METROPOLITAN FIRE DISTRICT					
FIRE PREVENTION STANDARD					
STANDARD TITLE:	**Construction Without A Permit**				
STANDARD NUMBER:	12	EFFECTIVE DATE:	09/08/06	REVISION DATE:	07/02/12

OBJECTIVE

To standardize for all inspectors the method of computing fees for investigation and processing of construction projects started without obtaining required permits.

PROCEDURE

Tracking of the time for each "Investigation Project" shall be entered on the Excel time sheet called "Activity Log for Timed Project Processing w-Fee Calculation". The originator shall create the opening document located in Metro>Fpb>SMFD FPB Forms. After entering the data, the document shall be saved in the folder "Timed Project Processing" located in Metro>Fpb>Plan Review>Activity Logs. After being saved to the folder, a copy shall be printed for the creation of a project file. Each subsequent activity shall be entered in the activity log and printed to update the file. The file shall be filed in the Construction Files cabinet.

APPLICATION

1. Apply the minimum Investigation Fee per the current fee schedule.

2. Then, apply the Investigation Fee per the current fee schedule per half-hour for every activity engaged in until the submittal of construction plans is received. "Every activity" shall include:

    a. All telephone conversation time with anyone connected to the resolution of the violation.
    b. All discussion time supervisors or support personnel needed to resolve the issues related to the solution of the violation.
    c. All inspection time, including driving time to and from the location of the violation or other necessary location.
    d. All inspection time used to pull files from the archives and review them for historical information (not clerical staff time as it will be charged separately).

3. Also, apply an Administrative Fee per current fee schedule for one-hour minimum to cover clerical staff time.

4. Once a submittal of construction plans is received, then normal fees shall be applied to all the re-submittals.

Ray Iverson, AC/Fire Marshal