



COMMUNITY RISK REDUCTION BUREAU MANUAL
ADMINISTRATIVE REQUIREMENTS
421.7 CONTRACTOR PAYMENT AND PICK UP OF PLANS
EFFECTIVE: APRIL 1, 2016
AUTHORIZED: *R. Pearce*

SCOPE

This policy clarifies the District's requirements for contractor's responsibility for making payments and picking up approved plans or plans that have been reviewed and are being returned for corrections, in a timely manner after notification that plans are ready.

PURPOSE

The purpose of this policy is to establish timelines for submitting contractors to pay for and pick up plans. This includes plans in need of correction and plans that have been approved.

REQUIREMENTS

Fees for permits, plan reviews or other Bureau activities shall be paid for in full at time of submission and/or request.

Upon notification by the District, plans shall be picked up within 14 calendar days. Plans not picked up within 14 days will be mailed to the submitting party.

Failure to pick up keep approved plans on site may cause administrative penalties at the discretion of the Fire Marshal or designee.

CROSS REFERENCES

California Fire Code