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FIRE CODE PLAN REVIEW AND INSPECTION FEES**1.0 PURPOSE:**

- 1.1 The purpose of plan review and inspection services is to ensure those structures under construction and those being remodeled in the Incorporated and Urban Growth Boundary areas served by the Riverside Fire Authority (Authority) are designed in accordance with the International Fire Code (IFC) and will protect occupants in an emergency. Plan reviews and construction inspections performed by the Authority verify that key safety systems such as fire alarms and fire sprinklers are designed correctly and work properly at the time the building is occupied.

2.0 DEFINITIONS:

- 2.1 Approved: Acceptable to the fire code official.
- 2.2 Temporary Operational Permit: An operational permit that allows for the applicant to conduct a temporary operation for which a permit is required (explosives, hazardous material, temporary membrane structures, pyrotechnics).
- 2.3 Construction Permit: A construction permit allows for the applicant to install or modify systems and equipment for which a permit is required (fire alarm system or fire suppression system).

3.0 POLICY:

- 3.1 The Fire Prevention Division shall review and approve construction plans and perform related inspections of all new commercial buildings and renovation projects to determine compliance with fire code requirements. In addition, the Fire Prevention Division shall review the plan submittal and perform related inspections for all new fire protection, fire detection and fire alarm systems. All commercial buildings must have a final fire inspection prior to being issued a certificate of occupancy. Fire plan review shall regulate the following activities:

Commercial Construction Projects
Preliminary Plan Review
Site Plan Review
Commercial Plan Review
Fire Protection Plan Review
Inspections of Projects for Fire Code Compliance
Fire Protection Systems Test
Issuance of Permits

3.2 The Authority shall collect fire protection system inspection fees and permit fees as approved by the Governance Board and as outlined by this policy.

4.0 PROCEDURE

4.1 The Fire Marshal shall verify that submitted plans conform or exceed applicable provisions of the IFC or other associated regulations by endorsing or stamping such plans as approved.

4.2 All requests for plan review, inspection, and permits shall follow approved Authority submittal requirements and guidelines as approved by the Fire Prevention Division.

4.3 Fees for plan reviews, inspections, and issuance of permits are as per the current approved fee schedule (see appendix 6.1) and shall be paid to the Authority at the time of submittal. The Fire Prevention Division shall issue a receipt for all fees received by the Division.

4.4 All requests for inspections shall be received and scheduled by the Fire Prevention Division at least 48 hours in advance of the requested inspection.

4.5 Whenever the Fire Prevention Division is requested or required by the Fire Code to perform inspections outside normal business hours (8:00 A.M. - 5:00 P.M. Monday through Friday), the Division shall collect and the responsible party shall pay a fee for such an inspection. Such fees shall be equal to actual labor costs including any applicable administrative overhead costs.

4.6 Permits

4.6.1 Temporary permits are issued for a wide variety of activities and operations that are conducted for a period not exceeding 6 months. These can include activities such as the erection of tents and canopies, underground tank installation or removal, firework displays, and firework stands.

4.6.2 All permits listed have a base fee which incorporates the cost of an initial site inspection and one (1) site re-inspection to determine compliance with the International Fire Code. Any subsequent inspections will result in a fee based on a time charge which shall be calculated on actual costs for labor and other services. Such fees shall include overtime costs only when the work performed is outside the normal business hours (8:00 A.M. to 5:00 P.M., Monday through Friday) and is required by the International Fire Code or is performed at the request of the owner or responsible person or permit holder.

4.6.3 All fire department permits shall be maintained on the site of permitted work.

4.6.4 Lost permits will be subject to a reissuing fee of \$25.00.

4.7 Waiver/Refund of Fees

4.7.1 Except as otherwise provided by law, the Authority Governance Board, by Board action, can waive or refund any fee set forth in this policy provided one of the following conditions is met:

- a.) The service for which the fee was levied has not and will not be performed, or
- b.) The fee was collected in error, or
- c.) For other good cause shown, provided such waiver/refund would serve a public purpose.

5.0 RESPONSIBILITY:

- 5.1 Administration: It is the responsibility of the Authority administration to develop, maintain, enforce, and comply in accordance with this policy.

6.0 APPENDIX:

- 6.1 Plan Review and Permit Fee Schedule

Approved: *Jim Walkowski*
Fire Chief

Date: December 18, 2008

Appendix 6.1 Plan Review and Permit Fee Schedule

Plan check fee \$50.00 + 1.8% of the value for the following systems requiring construction permits:

Construction

- Fire Alarm System
- Fire Extinguishing System
- Fire Sprinkler System
- Spray Finish / Dip Tank Installation
- Fire Pump Installation
- Commercial Drying Ovens Installation
- Flammable/Combustible Liquid (tank installation & dispensing)
- LPG Installations (500+ gallons)
- Compressed Gas Systems (exceeding amounts listed in IFC Table 105.6.8)
- Standpipe Systems

Operational permits are subject to a \$50 fee.

Operational

- Explosives
- Temporary Membrane Structures
- Pyrotechnics
- Hazardous Material Storage & Handling (in excess of amounts listed in IFC Table 105.6.20)