

# **Time for Correction of Fire Code Orders Policy**

## **Applies to**

All State Fire Marshal Division (SFMD) inspection personnel, inspection supervisors and code specialists

## **Purpose**

To provide for uniform application of compliance times, simplify granting requests for time extensions for corrective orders and reduce the Fire Marshal Code Advisory Panel (FMCAP) workload.

## **Time extension policy**

The deputy or respective supervisor who granted the corrective order can grant time extension requests in accordance with the procedures outlined below.

The maximum timeframe allowed for initial orders is 90 days. It is recognized, however, that quite often compliance will take substantially longer than 90 days.

Requests for additional time extensions can be granted under the following conditions:

1. There has been substantial compliance with the other items in the order.
2. A plan of corrective action has been developed:
  - a. For orders where the time needed for correction is less than 180 days from the date of the orders, the plan shall show compliance dates and the proposed method of correction.
  - b. For orders where the time needed for corrections is 180 days or more from the date of the orders, a “written plan of correction” shall be required from the property owner or owner’s representative. The plan must show specific dates when items will be corrected, proper justification for the length of time requested, and show that compliance is progressing.
3. The deputy shall notify the requestor, in writing, of the amount of additional time being granted as well as any other stipulations or conditions that must be met. (NOTE: This can be accomplished on the order form or in a separate written letter).
4. Approval of the plan of corrective action should be based on the perceived life safety hazard and realistic compliance times.
5. For seasonal occupancies (i.e. resorts, schools, etc.), the deputy is allowed to use the seasonal opening as a target compliance time as opposed to a number of days. (EXAMPLES: prior to opening May 1, 2020, or prior to opening for the 2019/2020 school year).
6. The deputy inspecting the property can give time extensions up to three years from the date of the orders. The supervisor must review and approve compliance times beyond three years. Requests for time extensions exceeding five years must be referred to the FMCAP. Forms will be provided for this procedure.

