



**MINNESOTA DEPARTMENT OF PUBLIC SAFETY  
State Fire Marshal Division**

**STATEMENT OF POLICY**

Policy #: INS-02	Subject of Policy: Time for Correction of Fire Code Orders		
Reviewed and Approved By: Jerry Rosendahl	Title: State Fire Marshal	Effective Date: 11/1/1999	Revised Date: 3/31/2003

**APPLIES TO:**

All Inspection Personnel, Inspection Supervisors, Code/Plans Specialists.

**PURPOSE:**

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

**POLICY:**

**SECTION 1 — TIME EXTENSIONS FOR ORDERS**

Requests for time extensions can be granted for corrective orders by the deputy that issued the orders and the respective supervisor in accordance with the procedures outlined below.

The maximum time frame allowed for initial orders is 90 days. It is recognized, however, that quite often compliance will take substantially longer than 90 days. The following information concerning time extensions will be printed on the written orders sent to the property owner/representative:

*NOTE: Those items listed as 90 day corrective orders are eligible for time extensions once there has been substantial compliance with the other items listed AND a plan of correction has been developed and submitted to the inspector issuing these orders. Please contact the inspector listed below for additional information.*

Requests for 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 Inspection and Exit Interview 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 occupancies which are seasonal in nature (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, 2000, - or - Prior to opening for the 2000/2001 school year,...).
6. Time extensions up to 3 years from the date of the orders can be given by the Deputy inspecting the property. Compliance times beyond 3 years must be reviewed and approved by the supervisor. Requests for time extensions exceeding 5 years must be referred to the Fire Marshal Code Advisory Panel (FMCAP).