



PREVENTION AND TECHNICAL SERVICES MANUAL
ADMINISTRATIVE REQUIREMENTS
301.004 CONTRACTOR'S RESPONSIBILITY FOR
RETRIEVAL OF PLANS REVIEWED BY SFD
EFFECTIVE: JANUARY 2017

SCOPE

This policy clarifies the Selma Fire Department's (SFD or Department) requirements regarding the contractor's responsibility to retrieve approved plans, or plans that 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 retrieve plans. This includes plans in need of correction and plans that have been approved.

BACKGROUND

Plans are submitted to the SFD for review and approval on a regular basis. With the volume of plans reviewed by staff and the need to move projects forward quickly, the Department does not have the space or resources to manage a large volume of outstanding plans.

REQUIREMENTS

Once plans have been reviewed, the contractor will be notified by the Department that they have been approved or that they are being sent back for corrections.

Approved Plans

The contractor is responsible for retrieving the plans and paying all fees due as soon as possible. The contractor has a maximum of 30 calendar days from the date the review was completed to retrieve approved plans. If the approved plans are not retrieved within 30 calendar days:

1. The Department will suspend acceptance of plans from the company for any projects until the approved plans have been picked up and all outstanding fees have been paid.

Plans Sent Back for Corrections

If plans are being sent back for corrections, the contractor shall submit corrected plans as soon as possible. The contractor has a maximum of 90 calendar days from the date the review was completed to submit corrected plans. If no corrected plans are received within 90 days:

1. The permit number issued for that plan review will be cancelled.
2. The contractor is required to pay all outstanding plan review fees already incurred during the plan review process.
3. The Department will suspend acceptance of plans from the company for any projects until all outstanding fees have been paid.