



**PREVENTION AND TECHNICAL SERVICES MANUAL**  
**ADMINISTRATIVE REQUIREMENTS**  
**301.008 FIRMS SUBJECT TO FORMAL COMPLAINTS**  
**EFFECTIVE: JANUARY 2017**

## SCOPE

This policy clarifies the Selma Fire Department's (SFD or Department) requirements for issuance of permits to firms subject to formal complaints. These requirements apply to all permit types issued by the Department

## PURPOSE

This policy has been established to provide direction for the requirements related to the issuance of construction permits by SFD to firms subject to a complaint to the *California Contractor's State License Board, Board for Professional Engineers, Land Surveyors and Geologists*, or other regulatory body.

## BACKGROUND

As noted in *California Fire Code (CFC)*, the fire code official may refuse to issue a permit for a variety of reasons.

Additionally, the fire code official has the authority to formulate policies they deem necessary based upon local conditions.

## REQUIREMENTS

Based upon the need for uniformity in application across the Department's diverse service delivery areas, and after careful deliberation, the Department has determined the following:

1. No construction permits shall be issued to a firm when that firm is currently subject to a formal complaint with the applicable regulatory body which has been prepared and submitted by this Department.
2. Once adjudication of the complaint has been completed and a formal notification of results has been provided to this Department in writing, the fire code official may resume issuance of construction permits.

3. Firms may be required to follow additional administrative steps prior to having their applications accepted for review. These steps may include, but are not limited to, review by a third party, State of California registered Fire Protection Engineer, as prescribed by the fire code official and other measures deemed necessary.
4. These additional measures shall be at firm's expense.

## REFERENCES

*California Fire Code, current edition*