



San Juan County
Community Development & Planning

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POLICIES / PROCEDURES / INTERPRETATIONS

Collection of Fire Code Fees

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Issued 08/07/2007
BP-2007-11_FireCodeFees

ISSUE: How and when shall Fire Code Fees assessed by the Fire Marshal be collected by the Community Development and Planning Department (CD & P)?

ANALYSIS: The Ordinance adopting Fire Code fees requires that CD & P collect certain prescribed fees. However, these prescribed fees must first be determined or otherwise calculated by the Fire Marshal. Additionally, these fees are frequently established after the permit has been issued.

POLICY: Where Fire Code Fees are required to be assessed:

- The Fire Marshal shall submit a fee determination to CD & P at his/her earliest convenience, but no later than 10 working days of the fee determination.
- CD & P shall notify the responsible party of the required fees within 5 working days of the Fire Marshal fee determination submittal.
- These fees are due upon notification and must be paid within 15 days of such notification.
- Inspections may be suspended where these fees are not paid within this prescribed time.
- All required fees must be paid prior to a final inspection.