



COMMUNITY RISK REDUCTION BUREAU MANUAL
CONSTRUCTION REQUIREMENTS
427.1 RED TAG/STOP WORK ORDER
EFFECTIVE: APRIL 1, 2016
AUTHORIZED: *R. Pearce*

SCOPE

Procedures for issuing a Red Tag/Stop Work Order.

PURPOSE

The purpose of this policy is to outline the requirements for posting a Red Tag/Stop Work Order.

BACKGROUND

The purpose of a Red Tag/Stop Work Order is to post a building or premises against use or occupancy because of violations which present a distinct hazard as noted in the California Fire Code, or Fire District policy. A Red Tag/Stop Work Order may also be used to prohibit additional work (usually construction at a job site) until specific code or other requirements are met.

The most common use of this action will be at construction sites that have combustibles on-site without the approved required access and/or firefighting water supply in place. Once a building, site or operation is has been “Red Tagged”, the only work or temporary occupancy permitted are those necessary to bring the site into compliance. Once the distinct hazard or code requirements have been addressed and approved by the Fire Marshal (or designee) work or occupancy at the site may resume. No “Red Tags” shall be issued without prior approval from the Fire Marshal (or designee).

PROCEDURE FOR POSTING A RED TAG/STOP WORK ORDER

Following are the standard procedures for posting a Red Tag/Stop Work Order: If a site is discovered to be out of compliance with construction requirements or has a distinct hazard as noted in the California Fire Code or Fire District policy, staff shall compile a list of all non-compliant issues found and immediately contact the Fire Marshal.

WHEN ORDERING A RED TAG/STOP WORK ORDER:

1. With direction from the Fire Marshal, the Tiburon Building Division or Belvedere Building Division shall be promptly notified.
2. The building premises shall be evacuated and all operations (except those noted above) ceased.
3. Obtain photographs of each violation.
4. Upon return to headquarters, enter the information into the Records Management System and send an email to the Building Official, premises owner(s) and occupant(s), and Fire Marshal with the list of violations to be corrected.
5. Once the hazards or other requirements have been addressed and approved per the Fire Marshal (or designee), additional inspections may resume.

CROSS REFERENCES

California Fire Code