

Operational and Construction Permits

402.1 PURPOSE AND SCOPE

Agency Content

This policy clarifies the District's issuance of Operational and Construction permits found in Section §105 of the 2019 California Fire Code. The District reserves the right to revoke any permit for cause at any time.

402.1 POLICY

Agency Content

Operational and Construction permits are issued by the District in person or digitally through electronic communication. Any permit issued shall be printed and kept onsite for the duration of the permit terms. A permit shall be produced upon request by the Authority Having Jurisdiction which shall mean any employee of the Tiburon Fire District. Failure to produce a permit may be cause for revocation and citation, as well as, a stoppage of the operation until the permit is verified.

402.3 PROCEDURE FOR OPERATIONAL PERMIT ISSUANCE

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District staff, such as the Executive Secretary or Deputy Fire Marshal, shall receive an application for an Operational permit at least 7 days before the Operational Permit is expected to be in use. Failure to comply with this timeframe shall result a double the permit fee penalty as detailed in the Master Fee Schedule.

Upon application receipt, the District shall review the permit, operational time limitation and special requirements pursuant to the operation to issue to the permit holder. The permit shall be issued no less than 24 hours before the operation, but typically will be issued at least 5 business days before the operation. No operation shall commence before the permit has been issued by the District. The permit shall not be valid without an inspection of the operation by the Tiburon Fire District.

Please review Sections §105.1 through §105.3.8, as well as §105.6, of the 2019 California Fire Code for compliance pursuant to those cited above.

402.4 PROCEDURE FOR CONSTRUCTION PERMIT ISSUANCE

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Construction permits issued County of Marin, City of Belvedere and Town of Tiburon will be used by Tiburon Fire District staff to approve compliance to the 2019 California Fire Code. Signatures and dates of inspection by Tiburon Fire Staff are required on hard copy permits to verify code compliance. No construction permit, required by the issuing Authority Having Jurisdiction (AHJ), shall be deemed valid without Tiburon Fire Staff signatures.

It will be a practice of Tiburon Fire Staff to sign, date and take a digital photo of the permit upon completion onsite. This photo will be logged into the Tiburon Fire Records Management System.

Tiburon Fire Protection District

Tiburon FPD Fire Policy Manual

Operational and Construction Permits

Any request for a copy of a card due to lost permit card or any record keeping reason shall be subject to fees found in the Master Fee Schedule.

Please review Sections §105.4 through §105.5, as well as §105.7, of the 2019 California Fire Code.

402.5 PENALTIES AND PROCEDURE FOR WORK WITHOUT PERMITS

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Contractors that perform alterations or modifications without required permits established in this policy and the 2019 California Fire Code, shall be subject to penalties from the Tiburon Fire Protection District and the California Contractors State Licensing Board (CSLB). All penalties for the Tiburon Fire Protection District are found in the Master Fee Schedule found at www.tiburonfire.org/Prevention. All work without permits by contractors shall be reported to the CSLB after a discovery of a violation and are no subject to appeal except protected by law.

A Stop Work Order, commonly referred to as a "Red Tag," shall be posted by the Fire Code Official when discovery of an unsafe or non-permitted work is occurring. Any other violation of any Building Standards Commission code section shall be subject to Stop Work Order/Red Tag by the Building Official of the respective jurisdiction. All Tiburon Fire Prevention staff shall report a violation to the Building Official immediately upon discovery and validation of the condition/offense.

A Stop Work Order shall mean that unsafe or non-permitted work cease immediately until deemed safe and/or permitted by code. If a Stop Work Order is pursuant to an unsafe Operational permit or activity deemed unsafe, the operation shall cease immediately until compliance to safe operation is achieved.