



**ADMINISTRATIVE/OPERATING PROCEDURE**

Year	Procedure
2016	Fire Alarm “Fast Track” Electronic Permit Applications
<p><b><u>PURPOSE</u></b></p> <p>1.0 To establish procedures, practices, and guidelines to govern the electronic plan review of fire alarm “fast track” permit applications.</p> <p><b><u>DEFINITIONS</u></b></p> <p>2.0 Permit Technician (PT) - The staff of the Division of Residential Construction and Intake or the Fire Protection Systems Section assigned to process “fast track” fire alarm permit applications.</p> <p>2.1 Applicant- The fire alarm permit applicant.</p> <p>2.2 Suspended Plan - A plan which, because of significant deficiencies or code errors, cannot be approved as submitted.</p> <p>2.3 Correction- List - List of code violations and/or missing documentation.</p> <p>2.4 Manager- The manager of the Fire Protection Systems Section.</p> <p>2.5 Permitting Services Specialist (PSS)- A fire protection and/or fire alarm system plans examiner.</p> <p>2.6 Electronic Plan Review System- A computer based system that allows the PSS and/or manager to perform plan reviews, correspond with project members/stakeholders, track permit application statuses and reference information concerning a DPS permit application.</p> <p><b><u>RESPONSIBILITIES</u></b></p> <p>3.0 It is the responsibility of the manager(s) to implement this procedure.</p> <p>3.1 The plan reviewers are responsible to diligently and completely review the plans such that the reviews can be completed within the timeframe set forth in the administrative policy for fire alarm “fast track” plan review.</p>	

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<p>3.2 The permit technicians are responsible for processing the permit application after review by the permitting services specialists.</p> <p><b><u>PROCEDURES</u></b></p> <p>4.0 At least one PSS will be assigned to “fast track” fire alarm review each day the DPS is open for business. The section manager shall be permitted to assign more based on workload at their discretion.</p> <p>4.1 The assigned PSS will frequently monitor the electronic plan review system during the course of the workday for “fast track” fire alarm permit applications made by applicants. Using the electronic plan review system the PSS will screen the permit application to ensure that the plans are eligible and that the filing fee has been paid. They shall then assign the review to themselves, complete the review and attach the appropriate comments, notes and review information to the documents submitted for review and/or the case. Upon completion of the review the PSS will progress the permit application to the PT for processing.</p> <p>4.2 The PT will calculate the outstanding fee and notify the applicant of such. Upon payment of any outstanding fee by the applicant or their designee the PT shall complete the permit application process, batch stamp the electronic plans and documents and issue (electronically) the permit.</p> <p>4.3 If plans are found to be deficient at screening, plans are returned to applicant.</p> <p>4.4 In the plan review process, plans may be suspended for incompleteness /deficiencies/ non-compliance issues. The PSS shall follow the normal policies for suspension/disapproval process for the section as defined by policy, code or as otherwise directed by the manager of the section.</p>		
<b>Interpretation/Policy No.</b>	<b>Date</b>  July 5, 2016	<b>Division Chief</b>  Hadi Mansouri