

MEMORANDUM

May 4, 2005

RE: Review Procedure

This office's plan reviews are typically processed in the order which they are submitted and statistically 75% of those reviews are completed in 5 days or less. We will also make exceptions for those clients in need of an expeditious review for extenuating circumstances.

We have been told that local Fire Prevention Groups and Building Officials have been advising patrons that the State Fire Marshal will expedite reviews that are hand carried into their office "while you wait" basis. While we will try to be as accommodating as possible, this unfortunately is not the case.

There are instances where expedition is appropriate, and the State Fire Marshal will make every reasonable attempt to accommodate such a request. If special treatment is needed, the submitter should contact this office prior to making a submittal in order to describe the need for special handling, and to verify the appropriateness of placing a project ahead of those already scheduled for review. This office will do everything possible to accommodate a request, but asks that the order and manner of process be respected.

DZ/md