

CRR POLICY 1331: PLANS SUBMITTED TO, AND PERMITS ISSUED BY SFD

Created: January 28, 2020 Revised: n/a Effective Date: Immediate
Community Risk Management Division – 928-204-8926



This policy is promulgated in accordance with Section 104.1 of the 2012 International Fire Code (IFC) and is an official interpretation of Section 104 of the 2012 IFC.

The following shall apply to any plans submitted to, and/or permits issued by Sedona Fire District.

Plans and permit applications submitted to SFD shall contain all pertinent information required by the fire code and NFPA. Plans and permit applications may be returned for correction and/or clarification. Plans and permit applications are not complete until the appropriate review and permit fees have been received by Sedona Fire District. The review process shall not begin until the application is complete. Any additional fees due Sedona Fire District shall be paid in full before plans or permits will be released to the applicant to begin construction.

The issuance of a permit or the release of plans for construction does not relieve the applicant, designer, or contractor from their obligation to comply with all applicable codes and standards and shall not be construed as such. Every effort is made to provide a thorough review; however, there may be omissions, irregularities, or field changes, which do not become apparent until a final field inspection is conducted. We strongly encourage contractors to consult with this office and make the needed corrections in the field at the time of discovery.

Plans Submitted to Sedona Fire District

Whether intended for construction or abstract discussion of conceptual ideas, all designs, drawing or other ideas submitted on paper or other physical or electronic form to Sedona Fire District remain the sole property of the designer and/or contractor. Plans, designs or ideas submitted by the designer and/or contractor shall not be reproduced, shared or discussed with any third party without the express written consent of the designer and or contractor.

Permits issued by Sedona Fire District

Permits issued to a specific designer and/or contractor are specific to that designer and/or contractor for that specific project. New projects using the same design will require a separate permit. Existing projects where a new contractor is hired to finish a job started by another contractor a new permit application shall be required, and if unable to secure permission to use the existing approved plans, a new submittal and review may be required.

Permits issued by Sedona Fire District are the sole property of Sedona Fire District and may be recalled or revoked at any time by Sedona Fire District.

Work performed without a permit

Permits issued “after the fact” are charged at a rate of two times the original permit fee. Sprinkler modifications and Kitchen Hood Suppression system modifications are exempt from this requirement.

Working without a permit is prohibited unless prior approval is granted by the Fire Marshal. Any person or company beginning construction or work prior to obtaining a permit does so at their own risk and expense. This practice is discouraged, as the requirements of the code remain in place and shall be met even if the work performed to that point must be altered or removed to do so.

Working without a permit is subject to a “stop work” order and the contractor or company will be reported to the Arizona Registrar of Contractors.

Any comments or questions regarding the above information may be submitted to:

Community Risk Reduction Division
Sedona Fire District
2860 Southwest Drive
Sedona, AZ 86336

928-204-8926

crm@sedonafire.org