



Rogers Fire Department Standard Operating Procedures

Policy Title:	Expired and Inactive Permits		
Policy Number:	752	Volume:	Risk Reduction
Approved By:	Tom Jenkins	Last Updated:	04/2016
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PURPOSE

The purpose of this policy is to ensure that expired and inactive permits are handled in a uniform manner.

DEFINITIONS

A permit for any proposed work shall be deemed to have been expired after 180 days of inactivity. The Chief of Risk Reduction is authorized to grant one extension of 180 days upon receiving a written and justifiable request.

The administrative assistant assigned to the Risk Reduction shall run an inactive permit report in CityView RMS weekly to identify such permits.