



VIRGINIA DEPARTMENT OF FIRE PROGRAMS
STATE FIRE MARSHAL'S OFFICE



INTEROFFICE MEMORANDUM

TO: ALL EXPLOSIVES PERMIT APPLICANTS
FROM: GLENN A. DEAN, CFM
SUBJECT: EARLY ISSUANCE OF PERMITS
DATE: JULY 8, 2008
CC: ED ALTIZER, STATE FIRE MARSHAL

Effective immediately, this office will no longer issue permits based on FAXed applications even when accompanied by a FAXed copy of the committed method of payment such as a signed check.

In an attempt to provide fast, efficient customer service when an applicant found themselves in a time constraint, the State Fire Marshal's Office (SFMO) had accepted applications by facsimile (FAX) for a permit to USE explosives. To date this method of applying for a permit was conditional in that the FAX had to be accompanied by a photocopy of the instrument of payment (check) for the required fee. It was the desire of this office to ensure it was not the source or cause of a project's delay when the need to use explosives was encountered. At the same time, it's the responsibility of this office to ensure compliance with the Statewide Fire Prevention Code (SFPC) is not only obtained, but also that compliance is maintained. For the SFMO to continue accepting FAXed applications and photocopies of checks does not comply with the intent of the SFPC, specifically Section 107.16 which states, "*A permit shall not be issued until the designated fees have been paid.*" To date, by having it shown that payment had been committed, it was thought this method of service provided the desired customer service, but it's necessary to suspend and discontinue the service with the reasons being:

1. While neither you nor this office may be in control of it, difficulties have been encountered in mail delivery both incoming and outgoing. Mailed checks that were previously FAXed have been severely and unacceptably delayed. It has caused difficulties in accounting and reconciliation.
2. For some applicants this evolved into their preferred and normal method to apply for a permit. This became patently unfair to the majority of applicants and compounded our accounting and reconciliation efforts.

The SFMO will continue to provide the best service it can at every opportunity. When accompanied by the required payment, the SFMO will continue to process applications quickly, efficiently and timely so as to not unduly delay any construction or demolition project. If the normal speed of mail delivery proves to be difficult, please consider some method of next day **confirmed** delivery. In turn, if normal USPS delivery is not fast enough for you, the SFMO will either return a permit to you using the method of delivery you provide to us (FedEx, UPS, etc.) or, upon specific request, transmit a copy of the issued permit by facsimile with the original forwarded to you via normal USPS delivery.

In the future, please plan accordingly and thank you for understanding.