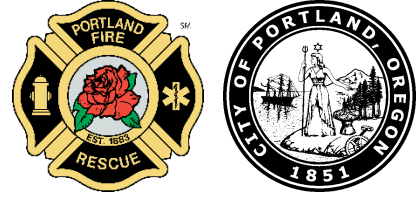


PORTLAND FIRE & RESCUE

April 29, 2018



FIR 1.08 - ADMINISTRATIVE REVIEW / APPEALS

I. SCOPE

- A. This policy is established April 21, 1992.
- B. The purpose of this policy is to ensure timely and consistent decisions on Fire Code appeals.
- C. Through the administrative review process, the Fire Marshal may address the following:
 - 1. Interpretations of the City of Portland Fire Code.
 - 2. The suitability of alternate materials and methods of construction.
 - 3. Recommendations to the City of Portland Council for ordinances and rules applicable to City of Portland Fire Code.
 - 4. Requests from an aggrieved person to review and revise, reverse, or affirm the order as appropriate under the facts found to exist.
- D. An administrative review shall not abrogate any person's right of recourse to the Fire Code Board of Appeal.

II. SPECIFIC

- A. References
 - 1. Portland City Code (PCC) Title 31
 - 2. 2016 City of Portland Fire Code

III. GUIDANCE

- A. The Fire Marshal may consider recommendations of staff at any stage of the administrative review process. Any member of the Fire Prevention Division may initiate a review by the administrative review panel for policy matters.
- B. The administrative review process may include consideration of testimony, review of plans, proposals, facts, and recommendations to the Fire Marshal.

- C. All applications for an appeal to the Fire Code Board of Appeals will be reviewed by the administrative staff prior to the scheduling of a Fire Code Board of Appeals hearing. Appeals which are not resolved to the satisfaction of the appellant by the administrative staff will be referred to the Fire Code Board of Appeals for a formal hearing with no additional fee.
 - 1. Applications for fire code appeals must be submitted at least three business days prior to the bi-weekly administrative review hearing. The application must include all required documentation and the appeal fee.
 - 2. Applications for citation appeals must be submitted within 10 business days after the notice, order or action (citation) of the Fire Marshal. There is no filing fee for this type of appeal.
 - 3. At their discretion, the Fire Marshal, may order a refund of the appeal filing fee.

- D. The appellant will be notified of the administrative review decision. Notification will include instructions for appealing to the Fire Code Board of Appeals.



AJ Jackson, Fire Marshal
 Portland Fire & Rescue

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|-----------------|-------------------|
| Prepared By: | J. Schwager |
| Effective Date: | April 21, 1992 |
| Reviewed By: | A. Jackson |
| Review Date: | December 27, 2019 |
| Revised By: | D. Harrison |
| Revised Date: | April 29, 2018 |