



# COALINGA FIRE DEPARTMENT

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CITY OF COALINGA FIRE DEPARTMENT		
FIRE PREVENTION STANDARD		
STANDARD TITLE:	<b>APPOINTMENT CANCELLATION</b>	
STANDARD NUMBER: <b>400.001</b>	EFFECTIVE DATE: <b>1 December 2021</b>	REVISION DATE: <b>1 December 2021</b>

## ***SCOPE obnoxious***

This policy clarifies the Department's requirements regarding cancelling new construction appointments.

## ***PURPOSE***

This policy has been established to provide direction for the cancellation of scheduled new construction inspection appointments.

## ***REQUIREMENTS***

In order to provide timely service to the industry, appointments are scheduled on the hour. Canceling an appointment with less than a one-hour notification will result in a reinspection fee in accordance with the currently adopted Master Fee Schedule. All requests for appointments must be made at least one (1) business day in advance.

## ***PROCEDURES***

For clarification, should it be necessary to cancel an appointment, cancellation must be completed at least one hour prior to the scheduled appointment. An 8:00 a.m. inspection appointment cancellation must be made by 4:30 p.m. the preceding day.

## ***CROSS REFERENCES***

City of Coalinga, Master Fee Schedule