



COMMONWEALTH OF
PUERTORICO
PUERTO RICO STATE FIRE
DEPARTMENT

**REGULATION FOR BILLING AND COLLECTING FEES
FOR SERVICES AND USE OF FACILITIES OF THE
PUERTO RICO FIRE DEPARTMENT**



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ARTICLE 1- Title

This regulation will be known as: “REGULATION FOR BILLING AND COLLECTING FEES FOR SERVICES AND USE OF FACILITIES OF THE PUERTO RICO FIRE DEPARTMENT.

ARTICLE 2- Legal Basis

This regulation is adopted under Act No. 43 of June 21, 1988, as amended, known as “*Puerto Rico Fire Department Act*”, which creates inter alia the Fire Prevention Bureau, Act No. 170 of August 12, 1988, as amended, known as the “*Puerto Rico Uniform Administrative Procedure Act*”, the code for prevention of fires of the Puerto Rico Fire Department, approved on November 1st, 1989 and the General Order 96-1 of the Puerto Rico Fire Department, approved on April 12, 1996, which creates the various divisions in the Fire Prevention Bureau.

ARTICLE 3- Purpose

This Regulation repeals Regulation #7206 of August 16, 2006. This Regulation is adopted with the purpose of updating the existing collecting procedures and the costs for services provided by the Puerto Rico Fire Department. Most of the services aforementioned are provided by the Fire Prevention Bureau. Among these are inspections, endorsements, special events, permits, and certifications. Other services are provided by the Training Bureau. These other services include trainings by the Firefighters Academy and the use of protective equipment in said trainings. In

addition, it is hereby provided for charging for the use of the Puerto Rico Fire Department facilities.

ARTICLE 4- Scope

The beginning of this new century has brought Puerto Rico significant changes related to design, construction, remodeling, businesses and industries, among others.

These changes bring new challenges that the government and society have to face and adapt to in order to live in harmony and in a civilized way.

In order to accomplish our mission of protecting and saving lives and property in the entire Island, it is fundamental for us to modify our regulations for today's Puerto Rico. This way we can reduce to a minimum the elements that cause and spread fires.

In harmony with the aforementioned and in compliance with Article 14 of Act No. 43, supra, the Chief of the Puerto Rico Fire Department will perform, at least, an annual inspection of all those buildings, structures or plots with the purpose of detecting any violation of security and fire prevention laws and regulations or the existence of any situation or practice that may result in the possibility of causing physical damage to people or property, in order to take the pertinent corrective measures.

In order to cover some of the expenses that our mission demands, we must charge for the services established in this regulation, as authorized by Act 43, supra. This regulation provides that all establishments, whether commercial, industrial,

governmental or otherwise to whom this regulation applies, are required to request an annual inspection, as provided by Act No. 43, supra, as amended, known as “Puerto Rico Fire Department Act”. In case of any special event (as listed in Section 7.6 herein) must request an inspection five (5) days prior to their celebration.

ARTICLE 5- Definitions

1. Firefighters Academy – Official Institution of the Puerto Rico Fire Department where its members are dedicated to the training of all that is related to the applied sciences for the Prevention, Investigation, and Suppression of fires.
2. Training – Method in which theoretical and/or practical knowledge on the science of fire are taught and acquired. These methods train a person to perform in an optimal manner in his or her field of work or the environment in all that is related with Prevention and Suppression of Fires.
3. Gross Floor Area – The sum of the area included in the exterior dimensions of every floor of a building, structure, premise or plot.
4. Income Figure – Code 5300 which identifies that the Payment Receipt (model SC-848) is for the payment of services under this Regulation.
5. Internal Revenue Voucher – Official Payment Receipt (model SC-848). It is obtained in the Internal Revenue Bureaus of the Treasury Department after paying the corresponding fees.

6. Consultation – Any verbal or written orientation on laws and regulations related to the installation of fire protection equipment and/or any type of alteration or exception prior to the certification, endorsement or permit.
7. Puerto Rico Fire Department – Government agency created by Act No. 43 of June 21, 1988, as amended, known as “*Puerto Rico Fire Department Act*”.
8. Special Events – All activities where two or more persons meet during a specified period of time. This includes kiosks, stages, fireworks, mobile canteens, rides, or others.
9. Assembly Group (A) – Any building, structure, or part thereof where 50 or more people meet for civic, political, religious, social, sporting, or recreational purposes, for an artistic performance, for transportation, or for the consumption of food or beverages.
10. Commercial Group B – The use of buildings, structures or part thereof for offices, professional or service transactions, including the filing and account storage.
11. Educational Group E – Occupation of a building or structure or a portion thereof to be used to serve 6 or more persons, at any time, with educational purposes up to twelfth grade.
12. Industrial Group F – The use of a building or structure edification or part thereof for assembly, dismantling, fabrication, finish, manufacture, packaging

or repair operations which are classified as highly dangerous or hazardous of Group H or as a storage destination in Group S.

13. Group H – The use of buildings or structures or part thereof involving the fabrication, processing, generation or storage of materials that constitute a health or physical hazard in higher quantities than allowed in control areas.

14. Institutional Group I – The use of a building or structure or part thereof where people receive treatment in a supervised atmosphere, due to physical limitations caused by health or age, where individuals lodge to receive medical treatment or any other type of care or treatment, or where individuals are detained for penal or correctional motives.

15. Merchant Group (M) – The use of a building or structure or part thereof for the exhibition and sale of merchandise, and involves the existence of goods and merchandise.

16. Miscellaneous Group U – The use of a building or structure or part thereof not classified in a specific Group herein. It should be built, equipped and maintained according to the requirements of the International Fire Code, 2009 Revision, taking into consideration life and fire risks incidental to its occupation.

17. Residential Group R – The use of buildings or structures or part thereof for sleeping when it has not been classified under the Institutional Group.

18. Group S—The use of a building or structure or part thereof for storage not classified within the hazardous or dangerous destination.

19. Day Care – The occupation of a building or structure or a part thereof for education, supervision and personal care service purposes for more than 5 children older than 2 ½ years of age.

20. Fire Chief – Person appointed by the Governor of the Commonwealth of Puerto Rico, in charge and responsible for the management and the public policy of the Puerto Rico Fire Department.

ARTICLE 6- Applicability

The provisions of this Regulation will apply and cover the fees for:

1. inspections,
2. endorsements,
3. building permits,
4. premises, land or any structure corresponding to the private sector or belonging to quasi-public corporations,
5. trainings,
6. use of the Firefighters Academy facilities,
7. use of the Puerto Rico Fire Department facilities,
8. use of any Puerto Rico Fire Department equipment,

9. Puerto Rico Fire Department Band,

10. Any other service offered by the Puerto Rico Firefighters Corps and any aforementioned institutions that it manages and/or regulates.

The charge for inspection services of buildings, premises, land or any private or quasi-public structure, endorsements, certificates and permits will be established in the fees adopted by the Fire Prevention Program, which can be revised at any moment, taking into consideration the increases that arise in obtaining these services. The Fire Prevention Deputy Chief will be responsible for any revisions. The Firefighters Corps Chief will give the final approval of any fee revisions.

ARTICLE 7 – Fees

Section 7.1 – Endorsements, Certificates and Blueprint Permits

<u>Facilities to be Built</u>	<u>Fee to be Charged</u>
a. Blueprints or sketches of tank installations for flammable liquids and G.L.P. tanks.	\$100.00 (for each liquid)

Section 7.2 – Consultations

1. Consultations on:	
a. Fire protection equipment	\$100.00
b. Evaluation of evacuation plans (sign and punch)	\$60.00

Section 7.3 – Existing Premises

(Groups A, B, F, H, I, M, R, S, V)

1. From 1,000 sq. ft. or less	\$60.00
2. From 1,001 to 3,000 sq. ft.	\$70.00

3. From 3,001 to 5,000 sq. ft.	\$80.00
4. From 5,001 to 20,000 sq. ft.	\$90.00
5. From 20,001 to 50,000 sq. ft.	\$100.00
6. From 50,001 to 100,000 sq. ft.	\$110.00
7. For every additional 10,000 sq. ft. or fraction in excess of 100,000 sq. ft.	\$25.00

Section 7.4 – Residential Premises

1. Single family dwelling (by structure)	\$20.00
2. Apartments and Multifamily dwellings (by apt.) - new	\$20.00
3. Lodges, Hostels, Motels, Hotels and Condo-Hotels and (by room)	\$10.00
4. Apartments and Multifamily- occupied (Common areas by floor)	\$10.00

Section 7.5 – Miscellaneous (Plots, parking lots, lots, etc.)

1. From 1,000 sq. ft. or less	\$60.00
2. From 1,001 to 3,000 sq. ft.	\$70.00
3. From 3,001 to 5,000 sq. ft.	\$80.00
4. From 5,001 to 20,000 sq. ft.	\$90.00
5. From 20,001 to 50,000 sq. ft.	\$100.00
6. From 50,001 to 100,000 sq. ft.	\$110.00
7. For every additional 10,000 sq. ft. or	

fraction in excess of 100,000 sq. ft.	\$25.00
8. Access control	\$150.00
9. Summer Camp	\$75.00
10. Mobile canteens, hot dog carts and similar uses in permanent places	\$60.00

Sección 7.6 Special Events

1. Outdoor activities and / or stages (platform), per event.	\$75.00
2. Activities in enclosed structures, concerts, circuses and other	
a) Structure with capacity of up to 2,500 persons, (Per day)	\$75.00
b) Structure of greater capacity, (Per day)	\$100.00
3. Temporary Tent 10 x 10	
a) Up to two days	\$20.00
b) 3 to 10 days	\$50.00
c) For each additional day over 10 days (A re-inspection will be performed)	\$10.00
d) For each 100 square feet or additional fraction	\$10.00
4. Temporary Tent 20 x 20	
a) Up to two days	\$30.00
b) 3 to 10 days	\$60.00
c) For each additional day over 10 days	\$15.00

d) For each 100 square feet or additional fraction	\$10.00
 5. Temporary Kiosks	
a) Up to two days	\$20.00
b) 3 to 10 days	\$50.00
c) For each additional day over 10 days	\$10.00
(A re-inspection will be performed)	
d) For each 100 square feet or additional fraction	\$10.00
 7. Kiosks and / or tables at flea, markets, per year	
	\$60.00
 8. Fireworks per Day	
a. Exterior	\$150.00
b. Interior	\$100.00
 9. Sport Federations	
	\$100.00
 10. Team owners, per court, arena, coliseum or similar, per season.	
	\$300.00
 11. Kiosks (sport season)	
	\$60.00
 12. Amusement Rides (Machines):	
a) For 10 machines or less	\$150.00
b) In excess of 10 machines, for each additional equipment	\$30.00
c) In excess of 10 days, for each additional day	\$30.00

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| 13. Rides (Machines) at fixed sites every six months | \$200.00 |
| 14. Sale or display of artisans, artists, writers, publishers and other creations, of a similar nature, sponsored by private promoters; (per 100 sq. ft.) | \$20.00 |
| 15. Sale or display of artisans, artists, writers, publishers and other creations of a similar nature, sponsored by government agencies or nonprofit entities; by activity, with unlimited participants. | \$100.00 |

NOTE:

The Puerto Rico Fire Department Chief may make adjustments to these fees.

ARTICLE 8 - Application and payment procedures for inspection services, training and use of facilities of the Puerto Rico Fire Department.

Section 8.1 - General Statement

From the effective date of this regulation, the fees for any inspection, consultation or services covered by this Regulation shall be charged, as provided from the Explanatory Memorandum and subsection (q) of Article 6 and Article 14 of the Act 43, supra.

Section 8.2 - Application for the Bureau of Prevention Services

Any interested party shall contact an official in the Office of the Fire Prevention Bureau of the Puerto Rico Fire Department, in the corresponding district. The corresponding district officer will inform the fees to be paid as provided in Article 7 according to each category. The applicant shall visit any

Internal Revenue Collections Office of the Treasury Department and obtain an Internal Revenue for the exact amount already stipulated. This receipt must be issued under the 5300 income figure. The Internal Revenue Stamp must be submitted to the District Office of the Fire Prevention Bureau of the Puerto Rico Fire Department. The applicant shall complete the appropriate service request and be assigned a case number. This case number is issued to the applicant for future reference. The District Supervisor will assign the case to one of the inspectors, who will handle the case as established by the Code for Fire Prevention.

Section 8.3 - Training and Use of Puerto Rico Fire Department Facilities

The applicant shall contact or visit the Training Bureau located at the Puerto Rico Fire Department Academy, located in the municipality of Salinas, where he or she will complete the application form for training and will be informed of the fees to be paid as provided in Article 10 according to each category. The training registration forms will indicate the types of training, cost, date and duration, among others.

The applicant must pay with a Manager's check or money order payable to the Secretary of the Treasury. The check should be issued under the income figure.

Section 8.4 - Refund Claim

The amount of money reflected in any valid Internal Revenue Stamp may be reimbursed, if the voucher was acquired for the purpose of requesting the services whose collection of fees is governed by the provisions of this Regulation, provided that it meets the requirements listed below. This claim will be executed through the Finance Division of the Puerto Rico Fire Department.

The requirements for demanding reimbursement are:

1. When the Internal Revenue Stamp has not been used for the claimant's particular reasons..
2. When the Internal Revenue Stamp has not been used because it had not been accepted for payment of fees for the services concerned, when the amount of money reflected exceeds or is less than the amount established in the Regulation.
3. When an Internal Revenue Stamp has been accepted by the Puerto Rico Fire Department by inadvertence or error in an amount greater than that established for the provision of certain services, the excess can be claimed.

Section 8.5 - Surplus Donation

When due to inadvertence or error the person acquires a Internal Revenue Stamp in excess of the required amount, the excess can be donated to the Puerto Rico Fire Department voluntarily using the C.B.P.R. 025-99 Form (Act 43 of June 21, 1988 Article 6 (i))

ARTICLE 9 - General Concepts

1. Any certification, endorsement, permit or evaluation of a blueprint will expire one year after issued. Each one will include the issue and expiration date.
2. If the blueprint subject to endorsement presents a project with several structures, the fee charged will be based on the total amount of square feet thereof.

ARTICLE 10. - Costs of training services, of the Puerto Rico Fire Department Band and use of the facilities of the Firefighters Academy

The cost of the seminars, trainings and courses offered at the Firefighters Academy

Courses	Time	(Cost by Person)
1) Firefighter Level I	332 hours	\$1,500.00
2) Firefighter Level II	186 hours	\$600.00
3) Forest Firefighter (Awareness)	8 hours	\$100.00
4) Forest Firefighter (Basic)	40 hours	\$400.00
5) Forest Firefighter (Chainsaw)	32 hours	\$400.00
6) Industrial Firefighter (Incipient)	24 hours	\$300.00
7) Industrial Firefighter (Exterior)	40 hours	\$500.00
8) Industrial Firefighter (Interior)	40 hours	\$500.00
9) Fire Behavior	4 hours	\$75.00

10)	Investigation of Fire Causes and Origin	8 hours	\$125.00
11)	Use and Management of Fire Extinguishers	4 hours	\$75.00
12)	Review of Use and Management of Fire Extinguishers	2 hours	\$40.00
13)	First Aid	8 hours	\$100.00
14)	C.P.R.	5 hours	\$60.00
15)	Fire Alarms	4 hours	\$75.00
16)	Smoke House	4 hours	\$100.00
17)	Display of Fire Hoses, Jets and Truck Equipment	8 hours	\$100.00
18)	Mandatory Entry	4 hours	\$75.00
19)	Miscellaneous Equipment	4 hours	\$75.00
20)	Personal Protective Equipment	4 hours	\$75.00
21)	Self-Contained Breathing Equipment	4 hours	\$75.00
22)	Ladders	4 hours	\$75.00
23)	Collapsed Structures (Awareness)	8 hours	\$125.00
24)	Collapsed Structures (Operational)	50 hours	\$600.00
25)	Extrication	24 hours	\$300.00
26)	Role of the Turbine and its parts	16 hours	\$150.00
27)	Hose Cabinets	4 hours	\$75.00
28)	Introduction Prevention Code	4 hours	\$125.00

29)	LNG	16 hours	\$500.00
30)	LP GAS	16 hours	\$300.00
31)	Information Management	4 hours	\$75.00
32)	Truck Maintenance, Use and Management	16 hours	\$150.00
33)	Hazardous Materials (Awareness)	8 hours	\$150.00
34)	Hazardous Materials (Technical)	40 hours	\$500.00
35)	Hazardous Materials (Operational)	40 hours	\$500.00
36)	Mass Evacuation and Exit Plan	4 hours	\$75.00
37)	Live Fire Practice (2 practice modules)	4 hours	\$150.00
38)	Rappelling	8 hours	\$100.00
39)	Rescue Ropes (Awareness)	8 hours	\$150.00
40)	Rescue Ropes (Technical)	40 hours	\$500.00
41)	Rescue Ropes (Operational)	40 hours	\$500.00
42)	Confined Space Rescue (Awareness)	8 hours	\$100.00
43)	Confined Space Rescue (Technical)	24 hours	\$300.00
44)	Confined Space Rescue (Operational)	16 hours	\$200.00
45)	Trenches Rescue (Awareness)	8 hours	\$100.00
46)	Trenches Rescue (Technical)	32 hours	\$300.00
47)	Trenches Rescue (Operational)	24 hours	\$200.00
48)	Receipt of Goods	4 hours	\$75.00

49)	Automatic Sprinklers	4 hours	\$75.00
50)	Fire Simulator (4 practice modules)	8 hours	\$250.00
51)	Water Supply	4 hours	\$75.00
52)	Techniques and Fighting Strategy	8 hours	\$200.00
53)	Fire Fighting Techniques in Ships	24 hours	\$300.00
54)	Fire Fighting Techniques in Ships (Advance)	40 hours	\$500.00
55)	Earthquake	4 hours	\$75.00
56)	Ventilation	4 hours	\$75.00
57)	Rental of Academy Classroom (Capacity 40 people)	8 hours	\$400.00
58)	Fire Protection Equipment Rental (For use in courses)		\$200.00
59)	Puerto Rico Fire Department Band	45minutes	\$300.00

NOTE:

- The courses and / or seminars may require prerequisite courses. For more information, contact the Training Bureau.
- The Puerto Rico Fire Department Band will only be available for activities requested by agencies of the Commonwealth of Puerto Rico, municipalities or non-profit entities.
- The Chief of the Puerto Rico Fire Department may make any adjustments to the costs described above.
- The physical facilities of the Puerto Rico Fire Department Academy cannot be leased for any purpose other than educational.

- For the use of the facilities of the Puerto Rico Fire Department not provided in this Regulation, the costs shall be established by agreement of the parties in the corresponding contract.

ARTICLE 11 - Severability

All articles in this Regulation are independent from each other. If one of them is declared invalid by a competent court, said ruling does not affect other articles.

ARTICLE 12 - Repeal

Regulation # 7206, on Billing and Collection of Rights by the Puerto Rico Fire Rescue Service, adopted on August 23, 2006, is hereby repealed.

ARTICLE 13 - Validity

This Regulation shall be valid thirty days after its filing in the Office of the Secretary of State, as provided in Act. 170 of August 12, 1988, as amended.

In San Juan, Puerto Rico, today _____ 201__.



Ángel A. Crespo Ortiz
Chief
Puerto Rico Fire Department