



RIGHT OF WAY MANUAL DIRECTIVE

RWMD NUMBER:

25-04

ISSUANCE DATE:

07-22-2025

EFFECTIVE DATE:

Immediately

APPROVED BY:

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Division of Right of Way and Land Surveys

SUBJECT:

Chapter 15, Airspace and Telecommunications Licensing Program Policy and Process Changes – Certificate of Occupancy.

PURPOSE:

To adopt these Airspace Program policies and changes prior to updating Chapter 15 of the Right of Way Manual.

REFERENCE:

Right of Way Manual Chapter 15

BACKGROUND:

The State Fire Marshal (SFM) is the entity responsible for inspecting and issuing building permits for all state-owned property. There have been instances where the State Fire Marshal has not been the entity that has issued building permits due to delegating these roles to local agencies in some jurisdictions. Therefore, the State Fire Marshal will not issue a Certificate of Occupancy for these sites.

EXISTING POLICY OR PROCEDURE:

The manual currently states that the tenant must receive final building approval and a Certificate of Occupancy from the State Fire Marshal.

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NEW POLICY OR PROCEDURE:

Prior to the tenant occupying or using any of the improvements on the site, the tenant must receive final building approval and a Certificate of Occupancy from the State Fire Marshal or any delegated/authorized issuing agency with SFM concurrence.

RESPONSIBILITIES:

Districts shall:

- Ensure they understand the new policies for airspace.
- Implement the new policies immediately.
- Forward any questions to Headquarters (HQ) for clarification.

HQ Office of Real Property Services shall:

- Amend the Right of Way Manual with all new program changes.
- Work with the Districts to implement the new procedures.

LINKS/RESOURCES:

- Right of Way Manual Chapter 15

DISTRIBUTION LIST:

- Airspace Functional Council
- Right of Way Management Board
- Subscribers to the Right of Way Manual update list