

Policy for accepting Notices of Intent (NOI)

Policy for waiving the 24 hour notification period

A written Notice of Intent (NOI) is required to be submitted to this office at least 24 hours before the application of a Restricted Pesticide. NOIs will be accepted during normal business hours Monday through Friday 8:00 AM to 5:00 PM and Saturday 8:00 AM to 12:00 noon.

Use of Fax:

NOIs may be submitted to this office by fax (831-637-9015). The 24-hour period starts when the NOI is faxed to our office. The time a fax is received is automatically recorded on our copy. If our fax is not working, you will need to submit in person.

Requests to waive the 24-hour notification period (waiver):

Under special conditions, the Commissioner may waive the 24-hour notification requirement. Requests for waivers should be made to this office during normal working hours either by phone or in person. If granted, a written NOI is still required to be submitted. The NOI should contain the reasons why a waiver was requested and also the name of the staff member who granted the request.

Waivers may also be requested by fax within stated guidelines:

For applications starting after 4:00 PM

- Write the waiver request and application start time on the NOI and fax into our office
- Submit before 4:00 PM (12:00 noon on Saturday)
- A Biologist will contact you by 5:00 PM if your request is denied.

Weekend and Holiday Policy

Waiver requests will be accepted by fax until 12:00 noon. After 12:00 noon you may call the inspector on duty for emergency applications due to pest pressure at (831) 637-5344 extension #10. If granted, a written NOI is still required to be submitted to the office by 9:00 AM on the scheduled workday.