



Request for Fire Safety Inspection

INSTRUCTIONS: Submit this form to schedule a new construction inspection. **ALLOW 48 HOURS FOR A RESPONSE** to your request. Cancelled inspections will be rescheduled based upon availability of field inspectors.

Date Submitted: _____ Permit No.: _____ Request Date(s) of Inspection: _____

Facility Information

Location: _____ Address: _____

City: _____ Zip: _____ County: _____

Requestor Information

Individual/Company Making Request: _____ Contact Person: _____

Contact Phone Number: _____ Confirmation E-Mail Address: _____

Inspection Information

Number of Floors: _____ Square Footage: _____ Number of Devices/Heads: _____

System Type

| | | | |
|-------------------|------------------|------------------|------------------|
| Fire Alarm System | Hood Suppression | Sprinkler System | AST Installation |
| AST Removal | UST Installation | UST Removal | New Hotel** |
| Other _____ | | | |

***Include a copy of the Hotel/Motel application that has been submitted to the Bureau of Testing and Registration. An inspection will not be scheduled until the Hotel/Motel application is received by the Bureau of Testing and Registration.*

Test Type

| | | | |
|-----------------|--------------------------|-------------|-------------------|
| Full Acceptance | Above Ceiling Inspection | Hydro Test | Final Life Safety |
| Tank Tightness | Tank-Other _____ | Other _____ | |

List any other specific notes/special instructions that may be needed.

Please read before signing: By submitting this form and signature, the applicant affirms that: 1) the structures/systems subject to this inspection request have been installed in accordance with approved plans and manufacturer’s specifications and will be/have been tested in accordance with the manufacturer’s specifications and the appropriate installation standard; 2) any deviations from the design standards have been properly documented and approved by the appropriate authority and copies of such documents and approvals shall be provided to the State Fire Marshal Inspector; and 3) all inspections are subject to the inspection fee requirements listed in OAC 1301:7-7-01(L), Ohio Fire Code 112(L). If the State Fire Marshal’s inspector arrives on site and is unable to commence testing because the above-mentioned requirements have not or cannot be fulfilled, the applicant will still be assessed an inspection fee. Incomplete submittals will not be scheduled for an inspection.

Signature: _____ Date: _____

Office Use Only

| | | |
|-----------------|-------|-------------------------|
| Date Scheduled: | Time: | Inspector/Phone Number: |
| Notes: | | |