



State Fire Marshal's Office

PO Box 12107 | Austin, TX 78711 | 512-676-6800 | tdi.texas.gov/fire

SF259 | 0422

Fire Safety Inspection Request Form

Important

The State Fire Marshal's Office (SFMO) will not perform inspections in areas served by local governments with certified inspectors. Before submitting this form, contact your local fire inspection authority to learn whether they do fire safety inspections. If they do, please schedule your inspection through them.

Instructions

- Use this form to request a fire safety inspection from SFMO. Only the owner, tenant, or chief administrator of a building may request an inspection.
- Please print or type your information.
- All information requested is required unless marked "optional."
- All fees are nonrefundable, except for overpayments resulting from mistakes of law or fact.
- If you have any questions about this form or the inspection process, please contact SFMO at FireInspection@tdi.texas.gov.

1. Contact Information

Name Employer (optional)

Address

City State ZIP County

Phone Cell (optional)

Email

2. Building to be inspected

Name of building or facility

Street address

City

State

ZIP

County

Mailing address (if different from the address of the building to be inspected)

City

State

ZIP

County

Number of buildings to be inspected

Property type (restaurant, office, etc.)

Owner's name

Owner's address

City

State

ZIP

County

3. Building type and fee

If multiple building types apply, check the box with the largest fee.

\$ 75	\$ 100	\$ 150	\$ 200	\$ 300
<input type="checkbox"/> Licensed child / adult day care facility <input type="checkbox"/> Licensed foster home with fewer than seven children	<input type="checkbox"/> Licensed nursing home <input type="checkbox"/> Licensed assisted living or board and care facility <input type="checkbox"/> School / educational facility <input type="checkbox"/> Head Start <input type="checkbox"/> Licensed foster home with seven or more children	<input type="checkbox"/> Apartment building <input type="checkbox"/> Hotel / motel <input type="checkbox"/> Lodging / rooming house <input type="checkbox"/> Assembly occupancy <input type="checkbox"/> Business <input type="checkbox"/> Retail shop or store	<input type="checkbox"/> Industrial facility <input type="checkbox"/> Storage facility <input type="checkbox"/> City / county Jail <input type="checkbox"/> Private prison / jail <input type="checkbox"/> Hospital	<input type="checkbox"/> Other building 50,000 sq. ft. or larger

4. Number of buildings to be inspected

This includes support buildings such as boiler houses, maintenance shops, and repair shops. There is a \$25 fee for each additional building after the first.

	x \$25	= \$
Number of additional buildings	Fee for each additional building	Total additional fees

5. Reinspection

One reinspection, if necessary, will be included in the cost of the original request. If additional inspections become necessary because of noncompliance, each subsequent inspection will require a separate Inspection Request Form [SF259](#) and the necessary fee.

6. Inspection date

SFMO will determine the inspection date.

7. Payment

Pay by check or money order payable to the Texas Department of Insurance. Mail your completed application, additional documents, and payment to the following mailing address:

State Fire Marshal's Office
P.O. Box 12107
Austin, Texas 78711-2107

Your rights

You can request information we have about you by emailing OpenRecords@tdi.texas.gov or writing to: Public Information Coordinator, Texas Department of Insurance, P.O. Box 12030 (mail code GC-ORO) Austin, Texas 78711-2030. You also have the right to ask that we fix information we have about you that is wrong. To ask for a correction, send (1) your name, mailing address, and your phone number, (2) details about what needs to be fixed, and (3) the reason or proof showing why the information is wrong. Send this by email to RecordCorrections@tdi.texas.gov or by mail to: Record Correction Request, Texas Department of Insurance, P.O. Box 12030 (mail code CO-AAL-CC), Austin, Texas 78711-2030. There is a different process to change or update information you submitted to the State Fire Marshall's Office (SFMO). To update information submitted to SFMO, email FMLicensing@tdi.texas.gov. There may be a fee to update information held by SFMO.