



INSPECTION REQUEST FORM

YOUR CONTACT INFORMATION (Please print or type)

Name		Employer (Optional)	
Address			
Contact Phone		E-Mail Address (Optional)	
Business Phone (Optional)		Cell Phone (Optional)	

FACILITY OR FACILITIES TO BE INSPECTED

Name of Facility	
Address	County
Number of Buildings to Be Inspected	Property Type (Example: Restaurant, Office, etc.)
Owner's Address	

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

Address

BUILDING TYPE AND FEE (if multiple types apply, check the box with the largest fee)

NOTE: REFUNDS WILL NOT BE ISSUED FOR ANY REASON

\$75.00	\$100.00	\$150.00	\$200.00	\$300.00
<input type="checkbox"/> Licensed child/adult day care	<input type="checkbox"/> Licensed nursing home	<input type="checkbox"/> Apartment building	<input type="checkbox"/> Industrial facility	<input type="checkbox"/> Other building 50,000 sq. ft. or larger
<input type="checkbox"/> Licensed foster home with less than 7 children	<input type="checkbox"/> Licensed assisted living or board & care facility	<input type="checkbox"/> Hotel/motel	<input type="checkbox"/> Storage facility	
	<input type="checkbox"/> School/educational	<input type="checkbox"/> Lodging/rooming house	<input type="checkbox"/> City/county jail	
	<input type="checkbox"/> Head Start	<input type="checkbox"/> Assembly occupancy	<input type="checkbox"/> Private prison/jail	
	<input type="checkbox"/> Licensed foster group home with 7 or more children	<input type="checkbox"/> Business	<input type="checkbox"/> Hospital	
		<input type="checkbox"/> Mercantile		

MULTIPLE BUILDINGS (Note: this includes support buildings such as boiler houses, maintenance shops, and repair shops)

Number	X \$25 per additional structure after the first	Total additional fee
---------------	--	-----------------------------

MAIL TO:

State Fire Marshal's Office
Mail Code 9999
P.O. Box 149221
Austin, TX 78714-9221

CONTACT

If you have any questions, please contact Regina Roberson at (512) 676-6787 or Regina.Roberson@tdi.texas.gov

NOTE

The local city or county government or other local jurisdiction where the building is located may do fire code inspections. Contact your local authority to see if a local inspection is required.

PAYMENT

You must pay the inspection fee by cashier's check or money order payable to the Texas Department of Insurance at the time an Inspection Request Form is submitted to the State Fire Marshal.

REINSPECTION

One "reinspection," if necessary, will be included in the cost of the original request. If additional inspections become necessary because of non-compliance, each subsequent inspection will require an Inspection Request Form and the necessary fee.

INSPECTION DATE

The SFMO will determine the actual inspection date.

LOCAL JURISDICTIONS WHO MAY REQUEST INSPECTION

The State Fire Marshal will cancel requests for inspections in areas served by local agencies with certified inspectors. You must contact your local fire inspection authority to conduct your inspection, if applicable. Only the owner, tenant, or chief administrator of a building may request the inspection.

NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES

With few exceptions, you are entitled to be informed about the information that the Texas Department of Insurance (TDI) collects about you. Under §552.021 and §552.023 of the Texas Government Code, you have a right to review or receive copies of information about yourself, including private information. However, TDI may withhold information for reasons other than to protect your right to privacy. Under §559.004 of the Texas Government Code, you are entitled to request that TDI correct information that TDI has about you that is incorrect. For more information about the procedure and costs for obtaining information from TDI or about the procedure for correcting information kept by TDI, please contact the Office of Agency Counsel of the TDI General Counsel Division at (512) 475-1757 or visit the Corrections Procedure section on TDI's web page at www.tdi.texas.gov.