



# Nevada Fire Marshal Division

Chief Bart J. Chambers – State Fire Marshal

107 Jacobsen Way  
Carson City, NV 89711

Phone: 775-684-7501 Fax: 775-684-7518

## INSPECTION REQUEST FORM

Please review Inspection Request Form directions on next page			
Requested by		NSFM Proj#	
Company		Contact #	
Project Name			
Project Address			
Contact Email			
City			
Date/Time for Inspection (Provide two (02) separate date choices):			
1 <sup>st</sup> choice			
2 <sup>nd</sup> choice			
Type of Inspection	Rough	Final	
Underground			
Sprinkler System			
Fire Alarm			
Hood/Duct Suppression System			
Building Fire/Life Safety			
Other (Explain)			
NSFM STAFF COMMENTS:			
Date Rec'd	_____	Assigned Inspector:	_____
Date Insp.	_____	Inspection Agency:	_____

## NSFM INSPECTION REQUEST FORM DIRECTIONS:

- Complete the Inspection Request form
- The “NSFM Proj. #” noted on the Inspection Request Form is the Nevada State Fire Marshal Division permit number printed on your approved plan set.
- In addition, you must have the Nevada State Fire Marshal Division approved plan set onsite at time of inspection. This set has the red Nevada State Fire Marshal Division seal on every plan sheet. Failure to have and/or provide the NSFM approved plans may result in a failed inspection and reinspection fees.
- Attach the form to an email. Note in the subject line **“Inspection Request”**
- Send the email to **inspection@dps.state.nv.us**
- Please schedule inspections a minimum of three (03) business days in advance; however, due to staffing levels or travel to remote locations around the State, the fulfillment of inspection requests may take longer.
- Once received, the assigned Inspector will contact you to confirm a mutually agreed upon date and time for the inspection. It is vital that the provided contact information is accurate. If you are not contacted within two (02) business days of submitting your request, please email or call **Patsy Milton - pmilton@dps.state.nv.us / (775) 684-7510**
- Scheduling and canceling ALL inspections must occur through the Carson City office of the Nevada State Fire Marshal Division. You may not schedule or cancel your inspection directly with the assigned Fire Inspector or Officer.
- Same day inspection cancellations must be received PRIOR to the assigned Fire Inspector or Officer arriving onsite, and must be delivered directly to a staff member at the Carson City office of the Nevada State Fire Marshal Division.

To cancel the day of the scheduled inspection, please call:

**Patsy Milton (775) 684-7510 OR the main number (775) 684-7500.**

- The fees previously paid with your project submittal cover the plan review and one (01) scheduled inspection, per inspection category. If an inspection fails, or is not ready a reinspection fee may be charged. This fee will be calculated, sent to you as an invoice, which must be paid before you schedule the next inspection.
- Prior to scheduling an inspection it is your responsibility to verify that the project is ready for the inspection. This includes performing system pre-tests, walking the project for completeness, etc.