

Nevada State Fire Marshal Division

107 Jacobsen Way
Carson City, Nevada 89711
Phone: (775) 684-7510 Fax: (775) 684-7518
www.fire.nv.gov

ANNUAL SCHOOL INSPECTION REQUEST FORM

Please Review Inspection Request Form Directions on Next Page				
Requested by		Contact Phone		
District				
School Name				
Address				
Contact Email				
City /Zip				
Date / Time for Inspection (Provide Two [2] Separate Date Choices)				
1 st Choice		_		
2 nd Choice				

SFM Staff Comments Only				
Date Received	Assigned Inspector			
Date Inspected	Inspection Agency			
Notes No				

Rev: 11/19/2021

NSFM ANNUAL SCHOOL INSPECTION REQUEST FORM DIRECTIONS:

- Complete the Inspection Request form
- Attach the form to an email. Note in the subject line "School Inspection Request"
- Send the email to inspection@dps.state.nv.us or Fax: 775-684-7518
- Please schedule inspections a minimum of <u>five (05) business days in advance</u>; 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 three (03) business days of submitting your request, please call: (775) 684-7510.
- Scheduling and canceling ALL inspections must occur through the Carson City office of the Nevada State Fire Marshal Division. You <u>may not</u> 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 <u>must be delivered directly to a staff member at the Carson City office</u>
 of the Nevada State Fire Marshal Division.
 - To cancel the day of the scheduled inspection, please call: (775) 684-7510.
- If an inspection fails, or is not ready a reinspection fee <u>may</u> 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 school is ready for the inspection. This includes performing system pre-tests, walking the complex for completeness, etc.

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