



## 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](mailto:inspection@dps.state.nv.us) or Fax: 775-684-7518
- 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 call: **(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: **(775) 684-7510**.

- 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 school is ready for the inspection. This includes performing system pre-tests, walking the complex for completeness, etc.