



# Nevada State Fire Marshal Division

107 Jacobsen Way

Carson City, Nevada 89711

Phone: (775) 684-7510 Fax: (775) 684-7518

[www.fire.nv.gov](http://www.fire.nv.gov)

## INSPECTION REQUEST FORM

| Please Review Inspection Request Form Directions on Next Page      |       |               |  |
|--|-------|---------------|--|
| Requested by   |       | SFM Proj #    |  |
| Company  |       | Contact Phone |  |
| Project Name   |       |               |  |
| Project Address  |       |               |  |
| Contact Email  |       |               |  |
| City   |       |               |  |
| Date / Time for Inspection (Provide Two [2] 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   |       |               |  |

| SFM Staff Comments Only |  |                    |  |
|-------------------------|--|--------------------|--|
| Date Received           |  | Assigned Inspector |  |
| Date Inspected          |  | Inspection Agency  |  |
| Notes                   |  |                    |  |
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## NSFM INSPECTION REQUEST FORM DIRECTIONS:

- Complete the Inspection Request form
- The “SFM 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 SFM 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](mailto: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 call: **Connie Etchison - (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:

**Connie Etchison (775) 684-7510.**

- 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.