



**MONTEREY PARK FIRE DEPARTMENT
FIRE PREVENTION DIVISION
320 W NEWMARK AVENUE - MONTEREY PARK, CA
91754 OFFICE# (626) 307-1308 FAX# (626) 307-2590**

INSPECTION REQUEST

To request an inspection, please email this form to the Fire Prevention Division at **fireprevention@montereypark.ca.gov**, a minimum of three business days prior to your preferred inspection date. An Inspector will contact you directly, to schedule the date and time of the inspection. If you have questions, please call (626) 307-1308.

Today's Date _____ Time _____

INSPECTION TYPE

Fire Protection Systems

- Underground Hydro
- Underground Flush
- Commercial OH Sprinkler Rough
- Commercial OH Sprinkler Final
- Residential Sprinkler OH Rough & Hydro
- Residential Final
- T.I. Rough
- T.I. Final
- T.I. Rough & Final
- Ansul (Hood) System
- Fire Alarm Rough
- Fire Alarm Final
- Spray Booth

Construction

- Commercial Final
- Commercial T.I. Final
- Tract Final
- Residential Final
- Solar PV Final

Miscellaneous

- Sprinkler Weld Inspection
- Permit
- Proof of Correction
- Fire Rough
- Fire Final Inspection
- Fire Department Clearance
- Other _____

JOB INFORMATION

Fire Plan Check # _____ **Building Permit #** _____

Job Name: _____

Address _____ **Suite#** _____ **Cross Street** _____
(Address Number & Street Name)

Inspection Requested for:

Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Time(AM/PM) _____

General Contractor: _____ **Office Phone#** _____ **Cell#** _____

Contact Person: _____ **Cell#** _____ **Email** _____

Sprinkler Fitter Name _____ **and Certification# (if applicable)** _____

OFFICE USE ONLY

Date Received: _____ Time Received: _____ Received by: _____ Inspector Assigned: _____

Additional Information _____

**NO SHOW/CANCELLATION POLICY:
A 24-HOUR NOTICE IS REQUIRED TO CANCEL OR CHANGE AN INSPECTION APPOINTMENT. FAILURE TO PROVIDE ADEQUATE NOTICE OF CANCELLATION WILL RESULT IN A NOW SHOW/LATE CANCELLATION FEE OF \$110.48. AN APPOINTMENT WILL NOT BE RESCHEDULED UNTIL THE FEE IS PAID.**