



**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](mailto: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 \_\_\_ Time: AM PM AM (8am - 11am) PM (1pm - 4pm)

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 \$112.67. AN APPOINTMENT WILL NOT BE RESCHEDULED UNTIL THE FEE IS PAID.**