



**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

Please fax your inspection requests to the Fire Department at **(626) 307-2590** before 3:00 PM three business days prior to inspection. The inspector will call you back the next day after 7:00 AM with the scheduled day of the inspection and your inspection time.

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 \$86.40. AN APPOINTMENT WILL NOT BE RESCHEDULED UNTIL THE FEE IS PAID.**