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EL PASO COUNTY E.S.D. #2 -- FIRE MARSHAL'S OFFICE

REQUEST FOR BUILDING AND FIRE SYSTEM FINALS

Requests for building & fire system finals / inspections / partials shall be submitted to our office no later than **10:00am** via e-mail to: [inspections@epcountyesd2.org] when requesting inspections. If submitted after 10:00 a.m.; the inspection will be scheduled within **two days** (Example: Request received Friday after 10 a.m.; will be scheduled for Wednesday). The day that our office receives the request, the contractor will be contacted and given a date & estimated time when the final will be conducted. When received properly, we will make every effort to conduct building finals & fire protection system finals / inspections / partials within a timely manner but may be delayed depending on our workload. Any & all fees associated with the project shall be paid prior to our arrival. As a general reminder, plans & permit(s) shall be at the job site. **Incomplete forms / information will not be processed** until all required information is obtained.

The following information shall be required:

Regular Inspection Overtime Inspection (after 5 p.m.) Expedited Inspection (ASAP)

Refer to our web site for Overtime and Expedited Fees: www.epcountyesd2.org

Requested date for inspection: _____ (as noted above) Initial Inspection Re-inspection

Name of company/contractor requesting inspection: _____

The name of the business to be inspected: _____

The address of the business to be inspected: _____

The name of the on-site contact person: _____

The contact phone number (cell phone, required): _____ Fax Number: _____

The E.S.D. #2 Permit/Plan number: _____ E-mail: _____

Choose type of Inspection:

F.D. Building: Final Partial **Fire Protection:** Final Partial **Other** (specify): _____

Type of **Fire Inspection:** Hydrostatic Test Underground Aboveground Sprinkler System

Fire Hydrant Fire Alarm Range hood Paint booth Other (specify): _____

Number of: Fire Alarm Devices: _____ Fire Sprinkler Heads: _____ Fire Hydrants: _____

Other pertinent information: _____

Fire alarm and fire sprinkler finals must also indicate the number of devices/heads that were installed to better calculate a time frame needed to complete the final. Also, please include any other pertinent information that may be helpful.

Cancellations shall be made to this office by a phone call no later than 24-hours prior to your scheduled inspection or a re-inspection fee will be issued. We understand this may cause an inconvenience to you, however, please understand that the El Paso County E.S.D. #2 Fire Marshal's Office feels this is the best way to streamline the increased workload within this division and we thank you for your understanding and cooperation.

Overtime & Expedited inspections must be pre-paid prior to assignment.