

EPC ESD #1 Inspection Request

Requests for building & fire system finals / inspections / partials shall be submitted to our office no later than **10am** via e-mail to: inspectionrequest@epcesd1.com when requesting inspections. If submitted after 10a.m.; the inspection will be scheduled within two days (**Example: Request received Monday after 10 a.m.; will be scheduled for Wednesday**). The day that our office receives the request, the contractor will be contacted (via e-mail) and given a date & estimated time for inspection. 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. Incomplete forms with missing information will not be processed until all required information is obtained. As a general reminder, plans & permit(s) shall be at the job site.

The following information shall be required:

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

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

Refer to our web site for Overtime and Expedited Fees: www.epcesd1.com

Requested inspection date (day needed): _____ (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. #1 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. Re-inspection fees will not be waived for any reason under any circumstance.

Fire Marshal's Office

FM Frank Guillen = 256-3375 | AFM Carlos Ornelas = 920-8090 | AA Diana Ramos = 852-3204
DFMs: Rick Flores; Sam Villarreal; Mike Franco; & Joe Gutierrez = 915-479-0181