

Procedures to Request Fire Marshal Inspections

Call Dedicated Inspection Line:

(281)275 – 2812

INFORMATION REQUIRED	
Name	Call Back Number
Company	Permit Number (if applicable)
Type of Inspection <input type="checkbox"/> Alarm* <input type="checkbox"/> Sprinkler <input type="checkbox"/> Kitchen Hood System <input type="checkbox"/> Fire Pump <input type="checkbox"/> Foster/Adoption Home Other (specify):	
Premise (business) Address	
Location specifics (ex: 1 st floor reception area)	
Contact Name & Number (Person meeting Inspector @ site)	
Preferred date & time for inspection (48 hour minimum time frame required to establish inspection)	

** Only alarm inspections for lease spaces in occupied buildings will be scheduled prior to normal business hours. (Usually 7:30 a.m.)*

HELPFUL INFORMATION
Prepare your answers prior to your call to the dedicated inspection line. Speak slowly and clearly.
Only one message please. Repeat calls slow the system down. Inspectors do not schedule inspections.
Calls received before 3:00 PM Monday – Friday (excluding holidays) should be returned and inspection scheduled within 48 hours.
Your call back will give you the name of the inspector and date/time scheduled.
If we do not reach caller, information will be left on voicemail or person who answers calls for the company.
TO CANCEL AN APPOINTMENT: CALL 281/275 -2873
TO RESCHEDULE: CALL 281/275 – 2812 with information required
Foster/Adoption Home inspections may occur between 9 AM and 3 PM