



COCKRELL HILL FIRE MARSHAL'S OFFICE

4125 West Clarendon Drive | Dallas, Texas 75211 | P: (214) 330-6333 | E: fmo@cockrellhillfire.org

APPLICATION FOR FIRE INSPECTION

Inspections under the 2024 International Fire Code (IFC), as adopted by the City of Cockrell Hill

1. BUSINESS AND INSPECTION LOCATION

Business Name _____ Type of Business _____
Inspection Address _____ Suite or Unit _____
Owner or Manager _____ Email Address _____
Business Phone _____ Cell Phone _____
Person Meeting the Inspector _____ Phone _____
Emergency Contact (name and phone) _____
Preferred Inspection Date _____ Alternate Date _____

2. CONTRACTOR INFORMATION

Complete for construction inspections only

Contractor Name _____ Fire Construction Permit No. _____
Address _____
Site Contact _____ Email Address _____
Contractor Phone _____ Cell Phone _____

3. INSPECTION TYPE

Check all that apply

Inspection	Fee	Inspection	Fee
Construction		Licensed Facility	
☐ Visual inspection before cover-up	\$50	☐ Foster or group home	\$50
☐ Acceptance test	No charge	☐ Day care center	\$100
Certificate of Occupancy		☐ Public school	No charge
☐ Certificate of Occupancy inspection	\$50	☐ Private school	\$50
Multi-Family Residence (fee is per building)		☐ Hospital or nursing home	\$100
☐ Building with 20 or fewer units	\$50	Other	
☐ Building with more than 20 units	\$100	☐ Re-inspection	Varies

Construction: system(s) to be inspected (sprinkler, fire alarm, hood, underground, etc.) _____

Multi-family: number of buildings _____ Total number of units _____

Licensed facility: state licensing agency _____ License or application no. _____

Licensed facility: licensed capacity _____ Re-inspection: previous inspection date _____

Fees are set by the City's adopted fee schedule. Re-inspection fees depend on the inspection type and number of re-inspections.

Total Fees Due \$ _____

4. HOW TO APPLY AND SCHEDULING

- Email this application to fmo@cockrellhillfire.org. Fees must be paid before the inspection is performed. The Fire Marshal's Office will contact you to confirm the date and time; a requested date is not set until it is confirmed.
- An adult with keys and access to every area of the building, including locked rooms, riser rooms, and alarm panels, must be on site for the inspection. Construction inspections require the contractor to be on site.
- Failure to be on site when Fire Marshal's Office representatives arrive will result in an additional fee being charged if 24-hour notice is not given to reschedule.
- Inspections requested outside of normal office hours are billed at \$75 per hour, with a 2-hour minimum.
- To prepare, review the **Business Fire Inspection Checklist** on the Fire Marshal's Office website.

5. ACKNOWLEDGMENT

I, (Print Name) _____ Title or relationship to the business _____

certify that I am the owner, tenant, or authorized agent for the location above and that the information in this application is true and correct. I understand I am requesting the type of inspection checked above at the location listed, and I authorize Fire Marshal's Office representatives to enter the premises at the scheduled time to perform it.

Signature _____ Date _____

OFFICE USE ONLY

Fee Collected \$ _____ Receipt No. _____ Received By _____
Date Received _____ Inspection Date and Time _____ Inspector _____
Result: ☐ Pass ☐ Fail ☐ Re-inspection required Inspection No. _____