

# License Inspection Requests for Fire Inspection

## Notice for currently licensed :

There is a new process for requesting fire safety inspections from the Oregon State Fire Marshal. Previously, you were required to mail in a form that was provided in your renewal packets. **You will now be required to download the form** and submit by email, following the instructions below.

**Step 1:** Go to the Oregon State Fire Marshal website and review instructions, then download the form:

**Step 2:** Complete the form and save to your computer.

**Step 3:** Email the completed form to the Oregon State Fire Marshal at: [OSFM.FireLifeSafety@osfm.oregon.gov](mailto:OSFM.FireLifeSafety@osfm.oregon.gov)

OSFM will receive and document the request, then refer your request to the appropriate local fire department or Deputy State Fire Marshal to schedule and conduct the actual inspection at your facility.

## Note:

\* **Inspections are scheduled within 45 days of license expiration.**

*Contact your licensing agent if you need to request an extension to your license.*

\* If payment is required for your jurisdiction, **do not send** with the fire safety inspection forms.

Payment will be made directly to the inspecting jurisdiction at a later time.

The purpose of this agreement is to record the number of fire inspection requests submitted statewide, and to reduce the risk of the request forms being lost or sent to the incorrect jurisdiction. It also helps to alleviate any delay in completing inspections in a timely manner.

Helpful links and contact information:

\* Instruction to submit request (this document)

<https://www.oregon.gov/osfm/docs/instructiontosubmitrequestforinspection.pdf>

\* Inspection request form - fillable

<https://www.oregon.gov/osfm/docs/inspection-request-online-fillable.pdf>

OR

<https://www.oregon.gov/osfm/pages/formspublications.aspx>

type "inspection request" into the search bar

\* If you have any questions regarding this notice, please contact your agency's licensing specialist.

\* Submit to [OSFM.firelifesafety@osfm.oregon.gov](mailto:OSFM.firelifesafety@osfm.oregon.gov) .

Call Oregon State Fire Marshal at 503-934-8256 with any additional questions.

The image shows a form titled "Oregon State Fire Marshal Licensed Facilities Referral for Fire Safety Inspection". The form is divided into several sections: "Licensing agency information", "DHS Occupancy Type", "OHA Occupancy Type", "ELD Occupancy Type", "Facility information", and "Original approved Building Occupancy code". Each section contains various fields for text entry, checkboxes, and dropdown menus. The form also includes a section for "To be completed by deputy/inspector" with fields for name, phone number, email, and fire inspection number. At the bottom, there are checkboxes for "Approved for occupancy (no deficiencies noted)", "Approved with corrections listed on inspection notice", and "Not approved until all deficiencies are corrected prior to fire inspection". The form is dated "Revised 11/2024" and includes a footer with contact information for the Oregon State Fire Marshal.