

Instructions for Requesting an EMS Annual Fire & Safety

If you have not scheduled your programs Annual Fire and Safety Inspection for FY17, follow the instructions identified below:

- Visit the web link: <http://fems.dc.gov/>
- Scroll down and click on the section entitled, “Business Inspection Service;”
- On the right hand side of the page, please click on the section entitled, “Application for Permits and Inspections;”
- Once the Application for Permits and Inspections populates, please select the, “Inspection,” section underneath the Application Type tab;
- This will bring you to a new application entitled, “Application for Permits and Inspection.’
- Under the Application Type tab, please select, “Inspection: Commercial (Business License Renewal)”
- Fill out the entire application and click on, “Continue.”
- Your debit/credit card will be charged \$150 dollars or \$300 if you checked the expedited inspection option. You should receive a confirmation notice informing you that your payment has been received and an inspection notice will be emailed to you.
- If you do not receive an email confirmation within 24 hours of your submission, please check your spam/junk folders or;
- Call DC Fire and EMS Department between the hours of 8:15 a.m.-4:45 p.m. Monday-Friday to inquire about your inspection confirmation notice;
- If you do not have a debit/credit card payment for inspections can be made in person by check or money order at 2000 14th Street NW Suite 500, Washington, DC 20009; and
- Please ensure that you include a copy of the **COMPLETED** Fire & Safety Inspection report with your program Tier 1 Deliverables.

If you have any additional questions or require assistance, please feel free to contact Charlene Traylor at Ctraylor@community-partnership.org.