

Below is the information for Submitting and requesting a Fire Inspection:

When submitting the report to TCP, please use the following formatting described below:

- Use the name of the program in which the fire safety inspection corresponds with and include the final completion date when naming the document;
- Scan each document using PDF (JPEG will not be accepted) and send via email to CTraylor@community-partnership.org; and
- If your program inspection is scheduled on or after the 17th of the month, please submit a copy of email verification notice you received from DC Fire and EMS Department notifying you of the date and time of your program's inspection.

If you have not scheduled your program's 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 forward a copy of the **COMPLETED** Fire & Safety Inspection report to Ctraylor@community-partnership.org.

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