



## Kerrville Fire Marshal

87 Coronado Drive Kerrville, Texas 78028  
Office: (830) 257-8449 Fax: (830) 257-8455



## Section 7

### Inspection Requests and Procedures

The following guidelines shall be used when calling for inspection requests:

1. All inspection requests shall be coordinated by dialing (830) 257-8449.
2. **Contact our office at least 48 hours in advance of the requested inspection date and time.**
3. We are not able to accommodate same day inspections, without prior approval by the Fire Marshal.
4. The following information must be provided when requesting an inspection:
  - a. Fire Marshal issued permit number.
  - b. Name of project.
  - c. Address of project.
  - d. Fire protection contractor's company name.
  - e. Fire protection contractor contact name and telephone number.
  - f. Type of inspection requested.
  - g. Other information as required, or requested.
5. **Before calling to set up an acceptance test, a pre-test must be completed by the contractor.**
6. **An inspection will not be scheduled without a valid permit number.**
7. A representative of the requesting company must be present at time of inspection.
8. Permit must be kept on the job site, and presented to the inspector upon request.
9. **Fire Marshal approved, stamped, and signed plans must be kept on the job site and presented to the fire inspector upon request. Contractor shop drawings are not considered approved plans.**
10. **There will be an automatic failed inspection if the approved plans and permit are not on-site at the time of inspection.**
11. **Fire Protection System Permit – shall be posted near the entrance to the building or kept in the a permit jacket in the construction trailer at all times until the Certificate of Occupancy is issued.**
12. Provide all previous inspection forms within the permit jacket.