



## NORTH CENTRAL FIRE PROTECTION DISTRICT

### Other Inspection Request Form – Process

An Other Inspection Request Form (Special Hazard, Special Event, Care Facility) must be completed and submitted to the North Central Fire Protection District in order to obtain a Fire Clearance. The following steps explain the process.

1. Fill out the **New Business / Other Inspection Request form (DFP-024)**. The application must be filled out in full. If any information is not provided the application will be rejected until complete.
2. Once completed you can email the form to [Fire.Prevention@NorthCentralFire.org](mailto:Fire.Prevention@NorthCentralFire.org) or hand deliver the inspection request to the NCFPD Administration office located at 15850 W. Kearney Blvd. Kerman CA 93630. Office hours are Monday - Friday 7:00am to 3:30pm.
3. Once the **New Business / Other Inspection Request form (DFP-024)** request is received, an invoice will be created. This invoice will then be emailed back to you and must be paid before an inspection can take place. Payment options are CASH (exact amount only), CHECK OR MONEY ORDER. Please make checks payable to North Central Fire District. **CREDIT OR DEBIT CARDS WILL NOT BE ACCEPTED**. Payment can be mailed to:  
**North Central Fire Protection District**  
**Attn: Fire Prevention –Other Inspections**  
**15850 W. Kearney Blvd**  
**Kerman CA 93630**
4. Once the invoice is paid you will be contacted via email to schedule an inspection date and time. Inspections take place in two blocks of time. The AM block is 8:00am-12:00pm. The PM block is 1:00pm-4:00pm. The applicant must be present for the inspection. This allows for an uninterrupted flow of information between the Fire Inspector and the applicant.
5. Once the inspection is complete the Fire Inspector will sign the bottom of the form indicating your business space has been reviewed & approved by the Fire District.
6. Questions or checking the status of your request shall be communicated via email only at [Fire.Prevention@NorthCentralFire.org](mailto:Fire.Prevention@NorthCentralFire.org) Phone calls will NOT be accepted.



**North Central Fire Protection District  
 New Business / Other Inspection  
 Request Form  
 (This form must be completed)**

Date Received (Stamp)

Business Name: \_\_\_\_\_

Business Use: \_\_\_\_\_ Business Square Footage: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

Building Previous Use: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

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**Customer / Applicant Information**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Billing Address with zip code: \_\_\_\_\_

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Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICAL USE ONLY**

DATE RECEIVED:		DATE OF INSPECTION:		DATE PAID:	
DATE PROCESSED:		BUS. ASSIGNED TO SHIFT:		AMOUNT PAID:	
ENTERED IN ER:		FM55 APPROVED:		COMPLETED / FILE:	