



ADJUSTMENT AUTHORIZATION – FIRE SAFETY INSPECTION FEES

CERTIFICATE OF OCCUPANCY FEE

FIRE ENGINEERING & PERMIT FEES

Property Address: _____

Fire C of O No.	Folder Number(s)	Permit Number(s)

Adjustment

- Delete all associated fees
- Delete Reinspection fee(s) as noted
- Adjust fees as noted
- Create and mail a new bill
- Other (explain):

Justification

- Code Compliance Inspection completed
- Owner occupied/not a CO building
- Construction permits/no fire inspection
- Inspector entry error
- Permit work not performed/refund 80% of fee
- Other (explain):

Authorizations

Requested by:

Fire Safety Inspector:

Property Owner:

Other:

Approved by: _____ Date: _____
Supervisor/Team Lead

Approved by: _____ Date: _____
Fire Safety Manager

Approved by: _____ Date: _____
Deputy Director