



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