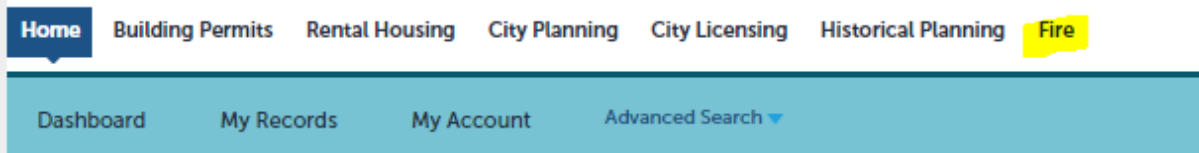


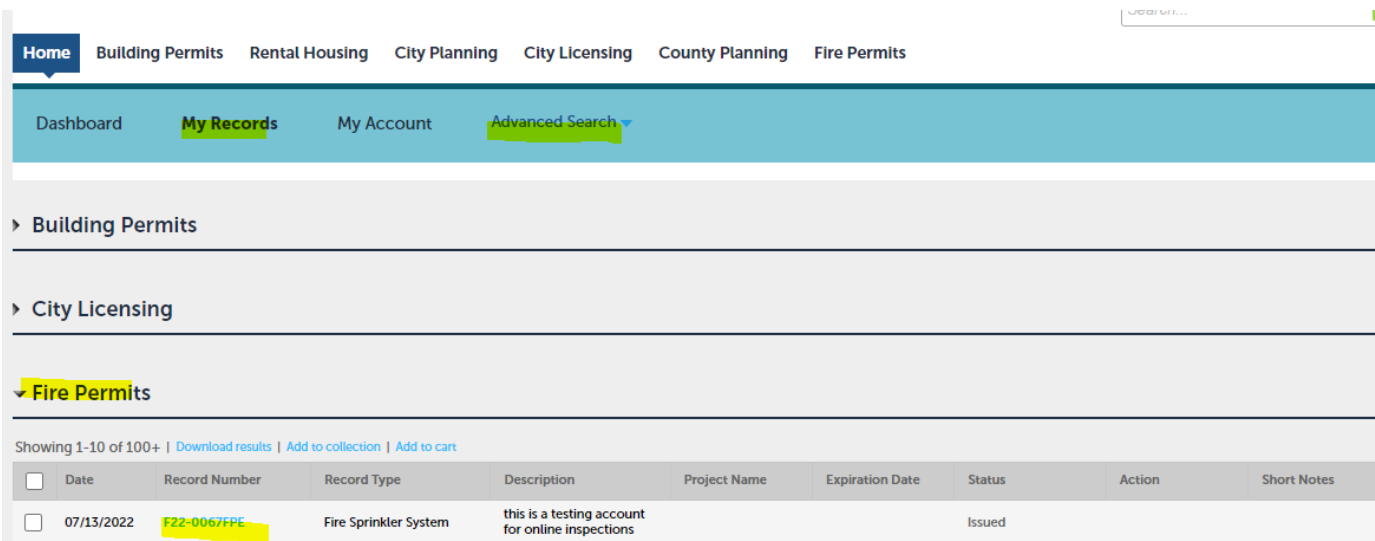
REQUESTING AN ONLINE FIRE PREVENTION EQUIPMENT PERMIT INSPECTION

We are pleased to offer the ability to request Fire Prevention Equipment Permit Inspections through the [Citizen's Access](#) permitting portal. You will need to have a user account prior to requesting the online inspection. Find more information on creating an account is [here](#).

To request an inspection, log into Citizen's Access, choose Fire on toolbar



Choose the permit for the inspection request via my records or by searching for the permit number



Choose the permit record number to hyperlink into the permit

Open the Record Info drop down, choosing Inspections

The screenshot shows the top navigation bar with 'Home', 'Building Permits', 'Rental Housing', 'City Planning', 'City Licensing', 'County Planning', and 'Fire Permits'. Below the navigation bar is a teal header with 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The main content area displays 'Record F22-0067FPE: Fire Sprinkler System' and 'Record Status: Issued'. A dropdown menu is open under 'Record Info', listing 'Record Details', 'Processing Status', 'Related Records', 'Attachments', and 'Inspections' (which is highlighted in yellow). A 'Payments' dropdown is also visible to the right.

Choose [Schedule or Request an Inspection](#) and select the type of Inspection

The dialog box is titled 'Schedule/Request an Inspection' and contains the following content:

- Guidelines for Fire Prevention Equipment Permit Inspection Scheduling
- Available Inspection Types (3)
- Inspections noted as Optional may be required based on your scope and progress of work.
- Rough-in/Layout (optional)
- Acceptance Testing (optional)
- Final (optional)

At the bottom, there are 'Continue' and 'Cancel' buttons.



Guidelines for choosing the appropriate Inspection Type

Rough-In/Layout inspections are suitable for first stages of a project and before any work is concealed. An example of this type of inspection would be a sprinkler system piping and hanger inspection.

Acceptance testing inspections are suitable for any functional system testing including fire alarm systems, cellular dialers, fire sprinkler tamper and flow switches, and kitchen hood suppression systems.

Final inspections are conducted prior to occupancy of a building or a portion of a building. In some cases a final inspection maybe conducted concurrent with acceptance testing. Final inspections may be used to ensure that any remaining “punch list” items for a permit are completed and documented.



Select the day preferred for the inspection and the button next to All Day 08:00AM-04:00PM (Note: if you are not able to continue, the date selected is not available; a different date should be chosen)

Schedule/Request an Inspection x

Guidelines for Fire Prevention Equipment Permit Inspection Scheduling

Inspection type: Rough-in/Layout

Select an appointment date and time range by choosing a date in the calendar. If a day is unavailable, you will not be able to continue. Please choose another day.:

Jul 2022							Aug 2022							Sep 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	31
31																				

[« Prev](#)

Available Times for Monday, Aug 01 2022

All Day (08:00 AM - 04:00 PM)

Continue

The on-site contact should be entered including a mobile number.

Schedule/Request an Inspection x

CRO
ROCHESTER MN 55904

Contact
Julie Ladage

[Change Site Contact ▾](#)

Select an existing contact
Julie Ladage

Specify another person (for this inspection only)

*First Name: John Middle Name: Last Name: Doe

*Phone Number: 507-123-4444



Insure the requested time(s) are provided in the comment box. Failure to do so, will result in a delay of scheduling. If possible, please provide optional or a range of times so that we can assign an inspector appropriately.

Schedule/Request an Inspection x

Inspection Type:	Rough-in/Layout
Date and Time:	08/01/2022
Location:	201 SE 4 ST CRO ROCHESTER MN 55904
Contact:	Julie Ladage

[Click here to add additional notes. Requested time\(s\) should be entered here](#)

Optional Comments or Instructions for your Inspector:

We would be available
10am-2pm.

[spell check](#)
(Please include an alternate phone number if different from the contact information provic in your application.)

[Finish](#) [Back](#) [Cancel](#)

An email will be sent acknowledging your request. A member of the Fire Marshal's Office will contact you when the appointment has been scheduled and the inspector assigned.

Please contact us at 507-328-2800 with questions or to cancel/reschedule your inspection.

