

Eugene Office
1320 Willamette Street
Eugene, OR 97401
(541) 682-5411
(541) 682-6882 FAX



Springfield Office
225 Fifth Street
Springfield, OR 97477
(541) 726-3737
(541) 741-2214 FAX

Request for Licensed Facility Inspection (B, E)

Request must be submitted at least 30 days prior to your license expiring. Payment must be included with application in order for an inspection to be scheduled.

Business Name: _____
Please Print

Person Making Request: _____

Billing Address: _____
Address *City* *Zip*

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

On-Site Contact Person: _____

Telephone Number: _____ On-Site Phone Number: _____

Inspection Site: _____
Address *City* *Zip*

Non-Refundable Inspection Fees: \$208.00

Inspections: A Deputy Fire Marshal will contact you to schedule your inspection once all documentation has been reviewed and the inspection payment has been received.

For every hour after the initial two hour inspection, there is an additional fee of \$110 per hour.

NOTE: A re-inspection is included in the original fee, but there will be an additional \$110 charge for the second non-compliance re-inspection.

Signature: _____ **Date:** _____

Make Checks Payable to:
City of Eugene, Office of the Fire Marshal

Mail to:
1320 Willamette Street, Eugene OR 97401



A shared service of the cities of Eugene and Springfield, Oregon

Date _____ Amount Paid:\$ _____ Check # _____ Initials _____

FORM JULY 2018