



TEXAS DEPARTMENT OF INSURANCE

State Fire Marshal's Office (112-FM)

333 Guadalupe Street, Austin, Texas 78701 ★ PO Box 149221, Austin, Texas 78714
 (512) 676-6800 | F: (512) 490-1054 | TDI.texas.gov/fire | @TXSFMO

Fire Safety Inspection Request Form

- Use this form to request a fire safety inspection from the State Fire Marshal's Office (SFMO). Only the owner, tenant, or chief administrator of a building may request an inspection.
- Please print or type your information.
- All information requested is required unless marked "optional."
- All fees are nonrefundable, except for overpayments resulting from mistakes of law or fact.
- If you have any questions about this form or the inspection process, please contact SFMO at FireInspection@tdi.texas.gov.

Note: SFMO will not perform inspections in areas served by local governments with certified inspectors. Before submitting this form, contact your local fire inspection authority to learn whether they do fire safety inspections. If they do, please schedule your inspection through them.

1. Contact Information

Name Employer (optional)

Address City State ZIP County

Phone Cell (optional)

Email

4. Number of buildings to be inspected

This includes support buildings such as boiler houses, maintenance shops, and repair shops. There is a \$25 fee for each additional building after the first.

	X \$25	= \$
Number of additional buildings	Fee for each additional building	Total additional fees

5. Reinspection

One reinspection, if necessary, will be included in the cost of the original request. If additional inspections become necessary because of noncompliance, each subsequent inspection will require a separate Inspection Request Form [SF259](#) and the necessary fee.

6. Inspection date

SFMO will determine the inspection date.

7. Payment

You can pay by check or money order, payable to the Texas Department of Insurance. Mail your completed application, any additional documents, and payment to:

Mailing address

State Fire Marshal's Office
P.O. Box 149221
Austin, Texas 78714-9221

Physical address

State Fire Marshal's Office
333 Guadalupe Street
Austin, Texas 78701

Your rights: You can request information we have about you by emailing OpenRecords@tdi.texas.gov or writing to: Public Information Coordinator, Texas Department of Insurance, PO Box 149104 (mail code 112-1C) Austin, Texas 78714-9104. You also have the right to ask that we fix information we have about you that is wrong. To ask for a correction, send (1) your name, mailing address, and your phone number, (2) details about what needs to be fixed, and (3) the reason or proof showing why the information is wrong. Send this by email to RecordCorrections@tdi.texas.gov or by mail to: Record Correction Request, Texas Department of Insurance, PO Box 149104 (mail code 113-1C), Austin, Texas 78714-9104. There is a different process to change or update information you submitted to the State Fire Marshall's Office (SFMO). To update information submitted to SFMO, email FireInspection@tdi.texas.gov. There may be a fee to update information held by SFMO.