



HOME INSPECTION REQUEST INSTRUCTIONS

General Notes:

- Use this application for any residential inspection request. **DO NOT** use this form for commercial building inspection requests.
- This completed form can be *mailed, faxed, or emailed* to Howard County Department of Fire and Rescue Services, Office of the Fire Marshal. (see page 2).

Proposed Use:

- Indicate the intended occupancy classification and total number of persons if applicable. This will let the inspector know the necessary inspection requirements.

Section A:

- This section must be completed by the agency requesting an inspection for adoption or foster care.

Section B:

- This is information on the home to be inspected. Please note any special instructions or additional information.

Section C:

- Indicate if this is an initial or renewal inspection for foster care only. Indicate the deadline for the inspection. Please note that a minimum of 14 working days are required to schedule the inspection.
- You will receive a invoice for an inspection fee of \$75.00 for all initial inspections and \$50.00 for all renewal inspections.
- If any violations are noted, a re-inspection may be necessary.
- The home owner will receive two copies of the inspection report. It will be the homeowner's responsibility to forward a copy to the requesting agency.
- **Do not call the Fire Marshal's office**, an inspector will call to schedule an appointment for the inspection.

Bottom Section:

- If applicable, this section will be completed by the case worker for foster care.

