



El Centro Fire Department – Fire Prevention Bureau

Self-Inspection Form

Instruction Sheet

WORKSHEET

1. Completed forms must be returned no later than 20 calendar days following postmark. **DO NOT RETURN FORMS UNTIL NECESSARY CORRECTIONS HAVE BEEN MADE.** Please contact the fire prevention office if you estimate it will take longer than 20 days to make necessary corrections.
2. Owner, manager or person in highest authority should conduct the inspection and sign the form.
3. Print or type your business name and address at the top of the form.
4. Read the directions at the top of the worksheet carefully.
5. With form in hand, walk through your business and answer each question.
6. **AFTER** you have answered all questions and made all necessary corrections, read the bottom of your worksheet, sign, date and print your name on the appropriate lines.
7. Make any comments you may have in the space provided.
8. Mail the **ORIGINAL** form with the “Business & Emergency Contact Sheet” to the address listed at the top of the inspection worksheet. **Please make a copy for your records.**

*Note: If a section does not apply to your business, write non-applicable (N/A) on the line adjacent to the question.

BUSINESS & EMERGENCY CONTACT SHEET

1. This information is necessary in the event of an emergency after normal business hours. Your cooperation in this matter will assist us in providing a better level of service and help you avoid property damage.
2. Please complete all sections of the form. Be sure to list the name, address and telephone number of the building owner.
3. Mail this form with the original Self-Inspection Worksheet.

Your Cooperation is Appreciated!