



Fire Prevention Meeting Request Form



City of Pompano Beach • Bureau of Fire Prevention
100 West Atlantic Boulevard, Room 220 Pompano Beach, FL 33060
Phone: (954) 786-4695

Please fill out the form to the best of your knowledge and be as specific as possible.
Note: Sufficient information must be provided in order for a meeting to be scheduled.

Information:

Date:	
Business Name:	
Address:	
Name:	
Contact Number:	

Email Address:	
Application Number:	
Incident Number:	
Commercial	

Proposed Date/Time for Meeting: (8am – 11am) or (1pm - 5pm)

- Requested meetings may require minimum 5 days in advance to allow for review of proposal.

Requested Date:		Time:	
Alternate Date:		Time:	

Nature of Meeting Request:

<input type="checkbox"/>	Annual Inspection	<input type="checkbox"/>	Development Review
<input type="checkbox"/>	New Construction Inspections	<input type="checkbox"/>	Plan Review
<input type="checkbox"/>	Corrective Action Plan	<input type="checkbox"/>	Public Education
<input type="checkbox"/>	Special Event	<input type="checkbox"/>	Other

Description of Meeting Request:

Documents Required with Meeting Request:

<input type="checkbox"/>	Set of Plans:
<input type="checkbox"/>	Reference E-Plan pages
<input type="checkbox"/>	Emailed as PDF
<input type="checkbox"/>	Paper delivered for review
<input type="checkbox"/>	Supporting Documents

<input type="checkbox"/>	Description of proposed changes from original approval
<input type="checkbox"/>	Provide Fire Code reference that would support proposed revision request.

Fire Prevention Response for Requested Meeting: (To be completed by Fire Prevention)

Meeting Not Required Proceed with Submittal:	<input type="checkbox"/>	<u>Reference below for additional information</u>
Meeting Accepted:	<input type="checkbox"/>	
Meeting Declined:	<input type="checkbox"/>	

Date:	<input type="text"/>	Time:	<input type="text"/>	Location:	<input type="text"/>
-------	----------------------	-------	----------------------	-----------	----------------------

Comments:

Prevention Staff Requested:

<input type="checkbox"/>	Fire Marshal 63
<input type="checkbox"/>	Inspector 163
<input type="checkbox"/>	Inspector 263
<input type="checkbox"/>	Inspector 363
<input type="checkbox"/>	Inspector 11

<input type="checkbox"/>	Inspector 24
<input type="checkbox"/>	Inspector 52
<input type="checkbox"/>	Inspector 61
<input type="checkbox"/>	Inspector 63
<input type="checkbox"/>	Administrative Assistant