



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:

Annual Inspection	Development Review
New Construction Inspections	Plan Review
Corrective Action Plan	Public Education
Special Event	Other

Description of Meeting Request:

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Documents Required with Meeting Request:

Set of Plans:
Reference E-Plan pages
Emailed as PDF
Paper delivered for review
Supporting Documents

Description of proposed changes from original approval
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:		Reference below for additional information
Meeting Accepted:		
Meeting Declined:		

Date:		Time:		Location:	
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Comments:

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Prevention Staff Requested:

Fire Marshal 63
Inspector 163
Inspector 263
Inspector 363
Inspector 11

Inspector 24
Inspector 52
Inspector 61
Inspector 63
Administrative Assistant