

Fire Marshal's Office  
**Fire Inspection Scheduling Procedures**

To schedule a fire inspection, please visit [www.rockvillemd.gov/fireinspection](http://www.rockvillemd.gov/fireinspection). Please allow at least one (1) week in advance for the fire inspection.

The following information **must** be provided:

**1. Type of Inspection**

Hydrostatic test, sprinkler insulation, fire alarm, wet or dry chemical system, occupancy, day care licensing, etc.

**2. Permit Numbers**

FPS, BLD, SFD, OCC, etc. Be sure to include letters and numbers.

**3. Job Name and Address**

Include room/suite or floor number if applicable.

**4. General Contractor Must Schedule on-line**

To schedule a fire inspection, please visit [www.rockvillemd.gov/fireinspection](http://www.rockvillemd.gov/fireinspection).

General Contractor **MUST** schedule all Final Fire Protection Systems Inspections **PRIOR** to Requesting Building Final Inspections

It is strongly recommended that inspections be requested at least **four or five days** in advance.

**Note:**

**Fees** - Inspections cannot be scheduled if there are **any** outstanding fees. Fees must be paid prior to requesting an inspection.

**Cancellations** - To cancel an inspection, you must call the main office number **(240) 314-8240 no later than 8:30 AM** on the day of the inspection. Advise the person answering the phone that you wish to cancel the inspection. **Do not** leave a voicemail message for a fire inspector. Calls received after 8:30 AM will be treated the same as a failed inspection, and a re-inspection fee may be assessed.

If you need to speak to a fire inspector, call (240) 314-8240 between 7:30 AM and 8:30 AM.

**Note:** This number is **not to be used** to schedule inspections.