



HOUSTON FIRE DEPARTMENT FIRE MARSHAL'S OFFICE

**Richard Beddingfield, Senior Fire Inspector
Juan Guerrero, Fire Inspector**

PLAN REVIEW AND INSPECTION RESPONSIBILITIES

The Fire Marshal's Office is responsible for conducting plan reviews and on-site inspections for the following systems:

- **Fire alarms**
- **Standpipes**
- **Fire department access**
- **Fire department access gates**
- **Fire sprinkler (on-site inspection only; no plan review)**



PLAN REVIEW & INSPECTION PROCESS

The Fire Marshal's Office follows a step-by-step process for plan reviews and on-site inspections:

1. **Plan Submission:** Contractors submit their plans, which are then routed to our review team.
2. **Compliance Review:** Our team reviews the plans to ensure they meet safety and code requirements. If compliant, the plans are approved. You can access our plan review checklists at www.houstonpermittingcenter.org
3. **Scheduling Inspections:** After approval, contractors schedule an on-site inspection with our office at **832.394.8853**. Currently, online scheduling is not available for inspections.
4. **Final Approval:** Once the on-site inspection is successfully completed, we finalize the permit, allowing the project to move forward.



ADDITIONAL SERVICES

- **Expedited Plan Review**
 - How to Request: Call the Fire Marshal's Office at 832.394.8853.
- **After-Hours Inspections**
 - How to Schedule: Call the Fire Marshal's Office to arrange an inspection outside regular hours at 832.394.8853.



Questions and Answers



thank you!



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