



City of Phoenix

City of Phoenix
Phoenix Fire Department
Fire Prevention Division
150 S. 12th Street
Phoenix, AZ 85034
Fax (602) 271-9243



Fire Prevention Records Request

Please provide the following information. Failure to supply complete information may result in a delayed response to your request. Payment must be received before records are provided. Fees: Research fee \$29 per address, plus the city of Phoenix copy fee \$.24 per page.

Form with fields: Today's Date, Requested By, Company, Phone, Fax

Check reports requested:

Table with 3 columns: General Inspections, Hazardous Materials Permits, Other; Certificate of Occupancy, UG / AG Storage Tanks, How Far Back?; Complaints, Environmental Only, Letter Required

Instructions: If addresses are on the same street, put in numerical order, otherwise put streets in alphabetical order.

Form with 4 address sections, each with Occ. File, Dead File, 1987, 1997 columns, and a summary table for Num. of Pages, Copy Fee, Research Fee, Total Due, and Notifications.

Per Arizona Revised Statute §39-121.03 "Commercial Purpose" means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose for which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record.

Non-Commercial Usage

Commercial Usage

Purpose: _____

Requesting Party's Signature

Disclaimer: The City of Phoenix, a municipal corporation, its agents, and employees, have provided the most complete information or documents available and assume no liability for incomplete or inaccurate documents or information.



Credit Card Payment Form

This form is provided for convenience only. Cash and checks, made out to the City of Phoenix, are also accepted.

Credit card payments may be faxed to 602 495-7429, or may be submitted in person weekdays between 8am & 4:30pm.

- Payments will not be accepted by email, mail, or by phone.

Please fill out the following information:

What are you paying for:		
<input type="checkbox"/> Records Researched Address:		
Company Requesting Research:		
<input type="checkbox"/> Job	Name:	Address:
<input type="checkbox"/> Event Name	Name:	Address:
<input type="checkbox"/> Permit Number	Number: F	Address:

Billing Information:

Credit Card Number:		Expiration Date:
Card Holder Name:		Amount to be Charged:
Credit Card Billing Address		Billing Zip
Contact Name:		Phone Number:

Email/Fax:

**Payment is due at the time of prelog, application, and plan submittal.
Inspection will not be scheduled until payment has been processed.**

Guidelines to Obtaining Fire Prevention Records

In order to fill a records request for Fire Prevention the following criteria must be met:

- Please ensure that you provide the complete address.
- If a range of addresses are requested please list each separately. A separate document may be submitted.
- A postal address is required for search. Parcel numbers cannot be researched.
- Submit request form, in person, via fax or by mail.

Please note:

The occupancy and use of the site or building determine the code requirements. The physical condition of the site or building is not information available from the Fire Department.

Fees - per City Legal Opinion 98-001

Fire Inspection Records Requests: \$29.00 per address
City standard copy fee: \$.24 per page

- If the address is not in our records there is no fee
- If the address is found \$29 per address
- If any records are found specific to your request: \$29 plus \$.24 per page
- Requests requiring letters will automatically be charged a \$29 fee

Staff will contact you directly when the search is complete and advise you if records are found and what the fee will be. Requests will not be released without payment.

Payment will be accepted by cash, charge or check made to the City of Phoenix. Credit card payments will only be accepted in person, via fax or postal mail.

For additional information contact Fire Prevention.

www.phoenix.gov/fire/prevention

